

## T.E.L.L. Your Story Worksheet

Fill out the grey boxes to think through how to tell the story of an event of your choosing.

### Event Name:

**T** → Take 5...for a Hotwash (debrief)

Note: if your event is a series or ongoing activity, just choose one stand-alone event or period of time to reflect on for the hotwash. You can use this worksheet after each stand-alone event or time period.

- Who was there in the physical or virtual space?

- Trainers/Facilitators:
- Support staff:
- Organizations:
- Other:

- What went well? / What could have gone better?

- Were there any memorable or exciting moments?  
-
- Did participants share any feedback with you directly?  
-
- What are you most proud of from the session?  
-
- What surprised you? What do you wish you would have known?  
-

- Why was this event important?

- What learning objectives did you achieve?  
-
- How does this event fit into the training needs of people who address TNBC through their work?  
-
- How does this event improve the lives of people who have TNBC?  
-

**E** → **Examine your impact.** Fill in the grey boxes below, using the examples to guide you.

Guiding questions and examples	Fill in examples from your event, considering formal qualitative or quantitative data sources, as well as your own reflections/perceptions
<p><b>How much did we do? *</b></p> <ul style="list-style-type: none"> <li>• How many trainings/events took place?</li> <li>• How many people/organizations attended?</li> <li>• What types of professions/organizations were represented?</li> <li>• How many of our staff/who was represented?</li> </ul>	
<p><b>How well did we do it?*</b></p> <ul style="list-style-type: none"> <li>• Were participants satisfied with the quality of the program/the trainers?</li> <li>• Did participants find the training useful?</li> <li>• Did participants learn new information (did their knowledge increase)?</li> <li>• Did participants feel more confident in the training area after the training?</li> <li>• Did you observe participants making new connections with their peers/colleagues during this session?</li> </ul>	
<p><b>Is anyone better off?*</b></p> <ul style="list-style-type: none"> <li>• Do participants intend to use the skills taught at the training?</li> <li>• Did training participants implement the skills used at the training?</li> </ul>	

\*These guiding questions come from Results-Based Accountability (Mark Friedman)

**Tie it to the big picture:** In one sentence, how does this event improve the lives of people living with or at risk for TNBC?

**L** → Link to your audience, using the guiding questions below:

**Your audience is** [community member, legislature, CBO, health department].

What are the types of things likely to motivate this audience, and make them very enthusiastic about the work you're doing?

- 
- 
- 

What is the one-sentence take-away you want this audience to have from your story?

Which data or information is most important to highlight for this audience?

- 
- 
- 

In what format(s) does your audience want to see/hear about your story?

- 
- 
-

**L** → **Liven it up**, using the suggestions below (or your own ideas!):

- For this event, how could you creatively capture what happened to bring it to life? Examples include (but are not limited to): photographs or screenshots, word clouds, participant quotations, an actual story/case study, memorable moments/anecdotes, etc.
- Don't forget to keep your audience in mind—both in terms of what would engage them AND what would be an appropriate and accessible way to share data with them.

- 
- 
-