Visualization Cue Sheet

Whether you are preparing for a race, running a conference, launching a new initiative, or something else, use the powers of visualization to imagine what it will be like, anticipate what you will need to do, and in that way increase the odds that things will turn out the way you want them to. Read the post: **Visualization Techniques: 5 Simple Ways We Can Influence the Future**, then use these cue sheets to guide you through the process, prompt your thinking, and add cues of your own.

Setting the Scene. Find a place that is quiet and will allow you to focus on the task. Have a note pad or other way to capture your thoughts as they occur to you.

Method 1: Watching from the Audience

This is about seeing things happen as an outside observer. Imagine watching as if you were in the audience as your big event is enacted on stage like a play or movie. Things to think about:

Prologue	Main Acts	Finale
What happens before everything starts?	Where is everybody when things get started?	What does success look like?
How do people arrive?	How do they get there?	How will you know everything has gone well?
Where do they go?	How are they equipped?	What must be done after everyone goes home?
What will they need to support them?	How do events begin, and who starts them?	How will you capture the lessons learned (both good/bad)?
What background information will they need?	What are the critical actions that must occur?	What does the boss need to know, and when?
Who are the key players?	Who is responsible for making them happen?	What are the next steps to take?
How will you meet/greet them?	What resources do they need?	Who should be thanked or recognized?
What resources are needed?	What is their cue to act?	How will you get feedback?
What does the environment look like?	What are the intermediate goals?	
How do you influence lighting and sound?	How will you know when you have met them?	
How can you minimize outside distractions?	How will you track progress?	
How will you build anticipation?	How will you know when to move on to the next act?	

Method 2: Playing a Part

Now go through the visualization again, but see it through your own eyes as you play your role on up on the stage. Add these cues to the ones above as you mentally walk yourself through the event.

Prologue	Main Acts	Finale
How will you get there?	What are you wearing?	How do you want to conclude?
What tools do you need on hand?	How will you enter?	What closing words do you want to use?
How will you greet new people?	How will you start things off?	How do you want people to feel at the end?
Who do you want to be sure to talk to?	What do you want to be sure to say?	Who do you want to follow up with?
What do you want to give to people?	How will you stand and sit? Where?	Who can give you honest feedback?
Should you do a walk-thru with the boss?	What expression will be on your face?	
	What memory aids will keep you on track?	

Method 3: Walking the Set

There's nothing better to stimulate your imagination than to be in the place where the event will happen. Arrange for some focused time there, perhaps with a few other teammates, and go through the process as if it were actually happening.

Prologue	Main Acts	Finale
Where are environmental controls?	How will you get people's attention?	What are the exit points?
Who controls them?	Where are key rooms/locations?	Do you need to get keys/passes back?
Where are entry points?	How will people find them?	What will people take away with them?
Are keys, passes required?	What is the flow from one event to the next?	How will you stay in contact with them?
How does the audio-visual system work?	Where will people take a break?	Post event survey for feedback?
Who can help if there are problems?	Are there refreshments? Who provides?	When/where support team debrief?
Where will key people sit/stand?	Who's taking notes? Where are they?	Who/how to return borrowed equipment?
How will they know?	How to keep people on track and focused?	Who/how to settle accounts?
What about Wi-Fi and access?	How will people connect? Name tags?	Who's in charge of cleanup?
How will equipment be moved?	How to keep the support team on track?	What resources do they need?
What about music?	Record the event? How, and who?	Social media or press follow-ups?
Need an ice-breaker?	Social media updates?	

Method 4: Reacting When Things Go Wrong

Of course, we'll visualize everything going well, but it's also smart to think through what we'll do if there is a misstep along the way. First we want to control how we react. Start by pausing, taking a deep breath, and then doing the following:

1. Smile	2. Get the Facts	3. Make Sure It's a Problem	4. Act
Communicate confidence	Focus on fact, not blame	The first report is often wrong; verify	Move quickly, but not hastily
Don't "panic the troops" – emotions are contagious	Calmly ask open-ended questions	Ask: is this really a problem?	Include key people in the decision-making
You "knew" something would happen; we can handle this	Bring in appropriate experts	Stay focused on the end goal.	Communicate continually and clearly
	Go see for yourself	Maybe it's only a problem if we make it into one	Think: Long-term good; tie actions to the vision

Method 5: Responding to Problems

When we react with calm assurance, we allow the logic centers in our brains to activate so we can solve the problem more effectively. Here are different kinds of problems that can crop up, and cues to think about as you visualize how you'll respond. I've left space so you can add your own.

Type of Problem	Response Cues
Emergency – Fire/Weather/Hazard	Evacuation routes; assembly areas; calling for help; alternate meeting places; which key decision-makers should be involved
Audio-Visual Failure	Back-up systems; technician on hand to fix; analog back-up method; notes; easels/white boards;
Key Person Absence or Delay	Backup speaker; alternate decision-maker; event cancellation criteria;
Equipment/Supply failure	Back-up systems and how to activate them; location of spare supplies; contacts;