

QUICK START GUIDE

How to use your BriefMe Power Tools with confidence and clarity

What This Is

The **BriefMe: Appointment Leadership Suite** is a collection of six printable “Power Tools” that help you take control of your medical appointments. Whether you’re preparing for a new visit, advocating for yourself after medical gaslighting, or simply tired of not being heard, these tools exist to support you.

You don’t need to use all six at once. Feel free to start with the one that fits your current need, or work through them in order to lead your appointment like the expert you are.

How to Use the Power Tools

Appointment Planner

Set your top goals for the visit and outline your biggest concerns. Use this to anchor your appointment so the conversation stays focused and productive.

Resume Builder

Summarize your health history, diagnoses, symptoms, treatments, and specialists seen. Bring this when you meet a new provider or need to give context fast.

Story Shaper

Practice describing one of your most important symptoms with clarity and confidence. Use “because” statements to tie your concern to your history.

Agenda Designer

Structure the conversation like a meeting. Use this form during the visit to guide the discussion, take notes, and ensure nothing gets skipped.

Conversation Framer

Use this to script tricky conversations, frame requests, and prepare for moments where you may need to rephrase or redirect the conversation.

Action Tracker

After the appointment, use this to record what happened, what was decided, and what needs follow-up. Don’t rely on memory alone, track it here.

Tips for Success

- Bring a copy (printed or digital) to your visit
- Highlight your top priorities beforehand
- Keep a folder or binder with your completed forms
- If you get flustered, it’s okay, just point to what you’ve written
- Take a deep breath. You’re not “asking for too much.” You’re advocating.

Remember

- You are not a passive patient.
- You are the expert on your body.
- Doctors are your collaborators, not your gatekeepers.
- These tools exist to help you lead the conversation and get the care you deserve.

ACTION TRACKER

Capture what happened, track next steps, and make sure nothing falls through the cracks.

Appointment Recap

Date: Provider:

Main concern(s) discussed:

Doctor's working diagnosis or main takeaway:

Key decisions made (treatment started, referrals, tests):

What I Was Told to Do Next

Task or Follow-Up	Deadline	Completed?	Notes
		<input type="checkbox"/> Y <input type="checkbox"/> N	
		<input type="checkbox"/> Y <input type="checkbox"/> N	
		<input type="checkbox"/> Y <input type="checkbox"/> N	

Follow-Up Appointments or Actions

Next visit scheduled for:

Tests or labs to complete:

Referrals made to:

Communication & Paperwork

Did I receive a written summary or instructions? ☐ Yes ☐ No

Did I send/receive any messages via portal? ☐ Yes ☐ No

Notes:

Reflection

(Optional — for personal tracking)

Did I feel heard? ☐ Yes ☐ No ☐ Mixed

What went well in this appointment?

What could I do differently next time?