

# 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.

## AGENDA DESIGNER

Lead your appointment with structure so nothing important gets missed.

### Appointment Details

Date:

Provider:

Purpose of visit:

☐ New Issue    ☐ Follow-Up    ☐ Results    ☐ Referral    ☐ Other:

### My Main Objective for This Visit

*(Choose one or two)*

☐ Get answers about a symptom

☐ Request a referral or test

☐ Discuss test results

☐ Start or adjust a treatment

☐ Other:

### Top Issues I Want to Address

1.
2.
3.

### Key Points I Need to Say or Ask

*(Prewrite so you don't forget during the visit)*

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## Opening Line to Start the Visit

*(Optional: sets the tone as patient-led)*

"I prepared a few notes because I want to make the most of our time today."

Or:

"Here are the main things I need help with today..."

## Notes from the Appointment

*(Use this space to jot down answers, impressions, or action steps)*

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## End-of-Visit Wrap-Up Checklist

- ☐ I understand the diagnosis or plan
- ☐ I know what to do next
- ☐ I have instructions or summary in writing
- ☐ I know when and how to follow up
- ☐ I asked all of my top questions