

Name: \_\_\_\_\_ Scheduled date: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Responses to be returned by: \_\_\_\_\_

In order for us to make a maximum success of our time together, please respond to the questions below. They can be returned by fax, e-mail (preferred), or US mail.

1. Give a brief description of your job responsibilities so I can get a better sense of your collaborations, alliances, and lines of communication with your company.
2. List your top three goals for our time together.
3. What stressors/challenges are you or your division facing currently?
4. What else would you like me to know before we meet?
5. Is there any information you need from me that might facilitate our working alliance?

*If you'd like to explore some of our work on the internet, our web site is [www.hendricks.com](http://www.hendricks.com).*

Thank you for answering these questions honestly and to the best of your knowledge.

Sincerely,

Kathlyn Hendricks, Ph.D.  
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