

Session cheat sheet

Keep this handy during your workshop. All the prompts and reminders in one place.

BEFORE THE SESSION

- Go through the journey yourself (you need to know how it feels)
- Create your room and test the join link — quickstart walks you through it
- Set up checkpoints if using the checkpoint format
- If you run the same workshop regularly: save your room name + capacity as template defaults (checkbox next to "Save as template"), or use "duplicate" on a past room to prefill everything in one click
- Prepare the room: devices charged, Wi-Fi info visible, ambient music optional
- After session: review your data-driven recap and follow-up templates
- Automated check-in email goes to participants after room closes — manage email prefs from dashboard

ALSO A GUIDE?

If you also have a 1-on-1 guide profile, you can flip **"Show my guide invite to participants in my workshop recaps"** in your email-prefs panel. Workshop participants who finish the journey will see a small want 1-on-1 work? link to your guide invite page. Off by default — opt in only if you want to bridge workshop attendees into 1-on-1 work. There's a "preview what they'll see" link in the panel.

OPENING THE SESSION

SET THE TONE

For the next 15–25 minutes, you're going to go through a reflective experience on your own. Put your phone on do-not-disturb. Close your tabs. Give yourself the space to be honest. When you're done, come back and we'll talk about what you found.

- Everything they write is private
- Be honest — no right answers
- 15–25 min, no interruptions
- They don't have to share

DEBRIEF PROMPTS

OPENING

What surprised you? What felt different than you expected?

ON FEAR

The journey asked you to name a fear you don't normally say out loud. What was it like to be that honest with yourself?

ON PERMISSION

Did you already know the answer, or did it surprise you?

ON THE MANIFESTO

How did it feel to read something back about yourself that you hadn't exactly said?

USING ROOM DATA

Most of the room chose fear of judgment. Why do you think that's so common among people who make things?

Your dashboard shows anonymous category distributions — mediums, fears, permissions, dedications.

CLOSING

What are you going to make? Not someday. This week.

Point them forward: go create, take it again later, forge a project, save the manifesto.

AFTER YOU END THE SESSION

When you click **End session**, an amber banner appears: "This session has ended. The recap below is read-only." Participants who visit the room URL will see the same. Your post-session recap (with debrief guide and AI insights) lives in this view.

Sharing the recap. A public, aggregate-only recap link is auto-generated and lives for 30 days. Use it to give participants a takeaway. If you change your mind — sensitive workshop, complaint, mistake — click **Revoke link** on the recap-share panel to kill the public URL immediately. It's toggleable, so you can re-share later. The Revoke button is also reachable from any past room in your dashboard.

REMEMBER

Never ask what they typed

Ask about the experience, not the content.

Let silence breathe

The first person to speak opens the floodgates. Don't rush it.

Emotions are expected

It means the experience worked. Don't single anyone out. A quiet nod is enough.