**Customizable Email Templates**

*Announcement Template—Monthly Discussion*



Team,

This month we’ll spend time as a team going through the [*Finish* series](https://www.rightnowmediaatwork.org/Content/Series/388307) with author, speaker, and business leadership expert Jon Acuff on RightNow Media @ Work. I chose this series to help us identify practical ways to tackle a goal from start to finish, plus learn how to overcome perfectionism along the way.

Over the next month, please find time to watch this six-session series on your own. In addition to watching the series, note your answers the below questions. We may not discuss every question, but I would like each person to be prepared to give your input if asked.

* [REVIEW QUESTION BANK AND INCLUDE 5-6 QUESTIONS HERE]

Please complete everything prior to [DATE], which is when we will discuss this series in our team meeting. If you haven’t registered your free RightNow Media @ Work account yet, here’s the link to do so: [INSERT CUSTOM LINK—LOG IN TO YOUR ACCOUNT, CLICK ‘CONTACTS’ IN TOP RIGHT, THEN CLICK ‘COPY INVITE LINK’ BUTTON. CONTACT YOUR CONSULTANT FOR ADDITIONAL HELP OR QUESTIONS.]

Let me know if you have any questions. I look forward to discussing this series together.

*Announcement Template—Weekly Discussion*



Team,

Over the next six weeks, we’ll spend time as a team going through the [*Finish* series](https://www.rightnowmediaatwork.org/Content/Series/388307) with author, speaker, and business leadership expert Jon Acuff on RightNow Media @ Work. I chose this series to help us identify practical ways to tackle a goal from start to finish, plus learn how to overcome perfectionism along the way.

Each week you’ll watch one session from the series and make note of your answers to the questions for that session (provided via email). We’ll then get together each week to discuss that session and the team’s responses. For our first discussion on [DATE], consider these questions as you’re watching session 1:

* [REVIEW QUESTION BANK FOR SESSION 1 AND INCLUDE TWO QUESTIONS HERE.]

If you haven’t registered your free RightNow Media @ Work account yet, here’s the link to do so: [INSERT CUSTOM LINK—LOG IN TO YOUR ACCOUNT, CLICK ‘CONTACTS’ IN TOP RIGHT, THEN CLICK ‘COPY INVITE LINK’ BUTTON. CONTACT YOUR CONSULTANT FOR ADDITIONAL HELP OR QUESTIONS.]

Let me know if you have any questions. I look forward to discussing this series together.

*Reminder Template*

*Tip: You can reply all to your previous announcement email so your team has easy access to the questions you sent over in the original email.*

Team,

Just a reminder that we’ll be discussing *Finish* with Jon Acuff at our team meeting [next week / tomorrow].

* Make sure you’ve signed up for your free RightNow Media @ Work account: [INSERT CUSTOM LINK]
* Watch [the series here](https://www.rightnowmediaatwork.org/Content/Series/388307) (available on desktop, mobile, or TV streaming devices).
* Answer the questions I previously sent over in preparation for our discussion.

Let me know if you have any questions. I look forward to discussing this series together.

*Weekly Question Email Template*

Team,

For next week’s discussion, watch session [X] of the [*Finish* series](https://www.rightnowmediaatwork.org/Content/Series/388307) with Jon Acuff on RightNow Media @ Work. Consider these questions as you’re watching:

* [REVIEW QUESTION BANK FOR THIS SPECIFIC SESSION AND INCLUDE TWO QUESTIONS HERE.]

Let me know if you have any questions. I look forward to discussing this series together.

**Question Bank**

*From session 1:*

* What’s an example of a project or goal that you failed to finish because it proved to be too hard? What made it challenging?
* Jon mentioned four questions that are necessary to answer at the start of a goal. Which of these questions stands out to you as the most helpful?
* When have you seen the benefit of shrinking a big goal you wanted to accomplish?

*From session 2:*

* When have you overestimated or underestimated how long a project would take? How did you adjust to the new timeline?
* Jon discussed why you’re more likely to reach a goal if you do a little bit at a time. When have you seen this principle apply to your work?
* In the past, how have you told your team or group of friends about your new goals? How could you announce your goals differently to encourage you to finish them?

*From session 3:*

* How would you describe your current level of busyness on a week-to-week basis?
* Jon mentions three ways to filter the choices we make about what matters. Which of these three filters do you think could help you the most in finishing your goals? Why?
* Which of the filters resonates with you the most? What could you do this week to apply one or more of these principles to a goal you’re working on?

*From session 4:*

* When was the last time you had fun while working towards a goal?
* What are some ways you can lead a team or motivate yourself to be intentional about making sure work includes fun?

*From session 5:*

* What are a few secret rules you have for yourself that could prolong getting things done?
* Who is someone with the skills, experiences, or resources that could help you work toward finishing your goal this week?

*From session 6 / overall series:*

* What data could you use to assess your progress? What are some ways that data could help you celebrate progress this week?
* What are some ways you or your organization can implement what you have gained from this series into your regular goal-setting plans?
* What is one thing you learned from this series that you plan to apply to your own goals?

*Tip: Additional questions can be found in the free series study guide* [*on RightNow Media @ Work here*](https://reader.rightnowmedia.org/1184/388309)*.*