**Customizable Email Templates**

*Announcement Template—Monthly Discussion*



Team,

This month we’ll spend time as a team going through the [*Beginner's Pluck* series](https://www.rightnowmediaatwork.org/Content/Series/365640) with author and entrepreneur Liz Forkin Bohannon on RightNow Media @ Work. I chose this series to help us introspectively consider our passion and purpose in life and at work, plus find ways to take risks that challenge and grow us.

Over the next month, please find time to watch this four-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 HERE](#question_bank) AND INCLUDE 3-5 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 four weeks, we’ll spend time as a team going through the [*Beginner's Pluck* series](https://www.rightnowmediaatwork.org/Content/Series/365640) with author and entrepreneur Liz Forkin Bohannon on RightNow Media @ Work. I chose this series to help us introspectively consider our passion and purpose in life and at work, plus find ways to take risks that challenge and grow us.

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](#question_bank) AND INCLUDE 2 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 *Beginner’s Pluck* with Liz Forkin Bohannon 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/365640) (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 [*Beginner's Pluck* series](https://www.rightnowmediaatwork.org/Content/Series/365640) with Liz Forkin Bohannon on RightNow Media @ Work. Consider these questions as you’re watching:

* [REVIEW [QUESTION BANK](#question_bank) FOR THIS SPECIFIC SESSION AND INCLUDE 2 QUESTIONS HERE.]

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

**Question Bank**

*From session 1:*

* **In what ways have you experienced imposter’s syndrome—feeling you don’t deserve to be in your position even though you are seeing some success?**
* **What prevents you from admitting your weakness? How does an accurate, honest self-image enhance our capacity to lead well?**
* **How can you take time this [week / month] to discover tools to help you learn and grow in one professional skill?**

*From session 2:*

* **What sort of positive reinforcement have you received in your career? Were they reflections of your effort and abilities, or inspirational comments? How did their praise motivate you?**
* **To what level are you willing to try new endeavors, to admit your shortcomings, to fail at something you attempt? What holds you back from taking risks?**
* **In what ways have you benefited from not having all the answers yourself? From sharing space with others?**

*From session 3:*

* Liz encouraged us to dream small. What does that look like in your life?
* **In what ways do you look for teachable moments in the middle of your failures or disappointments?**
* **In which areas of your work do you lean toward confirmation bias?**

*From session 4:*

* **In what ways can you celebrate new ideas, dreams, and inspiration at work?**
* **What fosters a spirit of cooperation and buy-in when you work with a team on an idea or project?**
* Liz said, “Our role as leaders is not to be the hero of anyone else’s story, but rather to inspire and equip and encourage others to be the hero of theirs.” **How does this resonate with you? If you have seen it in action, share the story.**
* What resonated with you most from this series?
* What is one thing you learned from this series that you plan to apply to your own life?

*Tip: Additional questions can be found in the free series study guide* [*on RightNow Media @ Work here*](https://reader.rightnowmedia.org/1095/365901)*.*