

Your first meeting

Use this optional worksheet to organise a conversation with your support coordinator. Keep it yourself and share only the information you choose. It is not an NDIA form or a funding assessment.

1. What matters most to me

What would I like help to achieve? What is the first priority?

2. How I want to communicate

My preferred contact method, accessible format, meeting times and people I want involved:

3. What is working - and what is difficult

Current supports, waiting lists, gaps, deadlines or upcoming changes I want to discuss:

4. What I want to bring or ask about

Plan questions, agreements, provider details or paperwork I need help understanding:

Agree on the next steps

Complete this together if useful. Confirm actions and costs before work starts; leave anything blank that you do not want to record.

5. Our action plan

Action / outcome	Who will do it?	By when?

6. Charges and time

What work is charged? How will I see time used, remaining funding and any proposed extra work?

7. Contact, consent and cover

Who can receive information? Who covers leave? What contact route applies if something is urgent?

8. Our review date

When will we check progress together, and how will I get a copy of the agreed actions?