



A Guide to Getting the Most Value from Your Time

Thank you for scheduling a Business Support Session with **Abraca Solutions**. This session is designed to provide focused, practical guidance tailored to your specific business needs. Preparation is key—clients who come prepared leave with clarity, direction, and next steps. Please review the guidance below before your session.

1. Complete the Business Intake Form in Full

Your intake form is not paperwork for paperwork's sake—it is the foundation of your session.

Before your session, please:

- Complete all required sections of the Business Support Intake Form
- Be honest and specific (clarity beats perfection every time)
- Submit the form by the requested deadline

NOTE: Incomplete intake forms may result in your session being shortened, rescheduled, or less effective.

2. Clarify Your Primary Objective

Come into the session knowing **what you want help with right now**—not everything, just the priority.

Ask yourself:

- What problem do I most need clarity on?
- Where am I stuck or overwhelmed?
- What decision have I been avoiding?

Write this down. One clear objective is better than five vague ones.



3. Gather Relevant Documents (If Applicable)

Depending on your project, you may want to have access to:

- Business registration or formation documents
- Website links or drafts
- Branding or messaging materials
- Policies, procedures, or internal documents
- Funding or grant-related materials

You do not need everything perfectly organized, just accessible.

4. Be Ready for Direct, Constructive Guidance

Business support sessions are collaborative, but they are not passive.

During your session, you can expect:

- Honest feedback
- Strategic recommendations
- Clarifying questions
- Action-oriented guidance

This is a working session. Growth sometimes requires hearing what *needs* to be done—not just what feels comfortable.

5. Come with an Open (but Grounded) Mind

If something hasn't been working, we will name it.

If something needs tightening, we will tighten it.

If something needs to be simplified, we will simplify it.

The goal is not overwhelm—the goal is **forward movement**.



6. Minimize Distractions

To get full value from your session:

- Choose a quiet space
- Silence notifications
- Avoid multitasking
- Have a notebook or digital notes ready

This time is for your business. Treat it accordingly.

7. Understand the Scope of the Session

Each Business Support Session focuses on:

- Strategy
- Structure
- Clarity
- Practical next steps

Implementation, document drafting, or extended consulting may require a follow-up engagement. If additional support is recommended, options will be discussed clearly and professionally.

8. After the Session: Take Action

You will leave with:

- Clear priorities
- Defined next steps
- Greater confidence in your direction

The real value comes from applying what we discuss. Momentum matters.



Final Note

Abraca Solutions is here to help you **turn confusion into clarity and effort into structure.** Preparation ensures that our time together is efficient, focused, and impactful.

If you have questions before your session, reach out in advance—not at minute one. We respect preparation here.