

Date: \_\_\_\_\_ Client initials: \_\_\_\_\_ Session #: \_\_\_\_\_

Section 1: Session Basics (administrative essentials)

- Individual | Couple | Family | Group
- In-person | Telehealth | Phone
- 30min | 45min | 60min | 90min
- Scheduled | Crisis | Walk-in

Section 2: Primary Focus (presenting issue)

- Substance use | Trauma/PTSD | Depression | Anxiety
- Relationships | Grief/loss | Coping skills
- Relapse prevention | Recovery support | Harm reduction
- Life transitions | Parenting | Crisis management

Section 3: What Happened (session narrative)

- Breakthrough moment | Guarded/Protective
- New insight | Crisis disclosed
- Relapse disclosed | Using/cravings discussed
- Made connection | Not ready to discuss
- Strong emotion | Asked for help
- Homework reviewed | Sobriety milestone

Section 4: Regulation/Engagement

- Engaged/present | Distracted
- Tearful | Guarded/protective | Dysregulated
- Open/vulnerable | Overwhelmed
- Triggered/activated | Flat | Dissociated
- Within window of tolerance | Intoxicated/impaired

Section 5: Clinical Response (interventions)

- Validated | Reflective listening | MI techniques
- Grounding techniques | Somatic awareness
- Referral made (detox/IOP/PHP/support group)
- Psychoeducation | Taught coping skill
- Explored ambivalence | Safety planning
- Relapse prevention planning | Harm reduction strategies
- Boundary Setting | Titrated/paced

Section 6: Next Time

- Follow up on: \_\_\_\_\_
- Revisit safety/relapse plan | Check homework
- Address avoidance | Recovery goals check-in
- Build on progress | New skill practice | Support system review

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Notes

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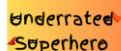
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*Progress, not perfection - in documentation and in practice.*

## How to Use Your Quick Capture Cards

### The 60-Second Method:

- Grab a card before your session starts
- Immediately after session ends, take 60 seconds to circle 3-5 keywords that capture what happened
- Jot 1-2 key phrases in the notes section
- Done! Tuck in file or planner until you write your full note

### When Documentation Gets Backed Up:

- These cards are your lifeline - even if it's been days, the circled keywords will trigger your memory of the session
- Start with cards that have safety/crisis items circled
- The "Next Time" section reminds you what follow-up is needed
- Better to have this 60-second capture than nothing at all

### Time-Saving Strategies:

- Color-code by urgency: Use different colored pens/highlighters to mark cards that need immediate follow-up (red = safety concern, yellow = check-in needed, green = routine)
- Batch strategically: Group cards together based on YOUR documentation timeline and requirements. Use these to complete multiple notes efficiently while staying compliant with your agency/licensure deadlines.
- Pre-grab cards: Keep a small stack on your desk/clipboard. Grab one before each session so it's ready the moment you finish.
- Double-circle priorities: Circle your keywords once, then double-circle anything critical for next session or note completion

### Pro Tips:

- Use abbreviations in the notes section - this is just for YOU
- Don't overthink it - trust your first instinct on what to circle
- This isn't documentation - it's memory jogging. Your full note is still required.
- Keep cards confidential - treat them like clinical documentation