HAVE GREAT MEETINGS - <u>CHECKLIST</u>

Have confidence your meetings will be productive with this checklist. Make sure you consider these 11 important tips before and during your meeting.

Before the meeting

1. Is the meeting purpose written in the invitation? <u>YES / NO</u>

2. Do you know the specific output the meeting should produce? <u>YES / NO</u>

3. Is anyone invited that doesn't contribute to the output? <u>YES / NO</u>

4. Have you chosen a format that supports the location participants, and desired output? <u>YES / NO</u>

5. Does the invitation include the meeting purpose and output? <u>YES / NO</u>

During the meeting

6. Did you use the invitation as your introduction? <u>YES / NO</u>

7. *(if appropriate)* Did you thank the partial participants? <u>YES / NO</u>

8. Did you track progress towards completing the output? <u>YES / NO</u>

9. Did you close the meeting with a summary? <u>YES / NO</u>

10. Have you told the participants what happens next? <u>YES / NO</u>

After the meeting

11. Did you include the output, actions, and decisions in the meeting minutes? <u>YES / NO</u>

THINGS TO CONSIDER

If any of your answers is "NO" your meeting might not be as effective as you wanted. Consider what changes you can make to improve the next meeting you run.