
















15 STEPS FOR SUCCESSFUL MEETINGS

BEFORE	1		Define the Topic, Purpose and Output for the meeting.
	2		Pick the activities that match the purpose and deliver the output
	3		Pick the participants. They should know, or need to know the topic. They should help achieve the purpose and contribute to the output.
	4		Write and send an informative invitation (Include the topics, purpose, and desired outputs).
INTRO	5		Introduce the meeting by stating the topic, purpose, and output (TPO) If multiple TPOs, give an overview of what the entire meeting is about.
	6		Check the attendees agree the TPOs are right/valid/relevant and give attendees option to leave if topics aren't relevant for them. If multiple topics, attendees can leave after their relevant outputs are complete
DURING THE MEETING	7		Maintain the meeting's focus on the purpose and output. Always make sure the attendees know the status of progress towards the output. Knowing this can help focus the conversation and get back on track.
	8		Track progress towards the output against the time remaining in the meeting. If the meeting has multiple topics, consider the impact on other topics & outputs if the current topic takes more time than planned.
	9		Adapt during the meeting to stay on track to deliver the output. If the meeting will not deliver the original output, make sure everyone knows the output or purpose of the meeting has changed. Acknowledge the original output will not be achieved and adjust the target output to fit in the remaining time. Before the end of the meeting make sure you establish clear next steps to ensure the required output(s) are completed. This may involve setting up a new meeting, assigning individual work, or some other method.
	10		Give time updates so the attendees know how much longer is left to achieve the desired outputs.
	11		If more than one topic, introduce the new topic using TPO and repeat steps 7 – 10 for each topic.
	CLOSE	12	
13			Finish on time.
AFTER	14		Share the notes with the meeting participants (and with anyone else identified as needing them)
	15		Follow up on the questions, actions, and decisions identified in the meeting. The follow up work is usually needed to deliver the full value from the work done in the meeting.