

" DO I NEED TO CALL A MEETING? " Checklist



- ☐ Am I looking for a discussion, or just an update?
- ☐ Does this meeting have to happen in person?
- ☐ Does everyone on my invite list have to be involved?
- ☐ Is there a clear goal or result this meeting must accomplish?
- ☐ Do i have a clear decision maker attending?
- ☐ Do i have a clear decision maker attending?
- ☐ Do you have a clear, realistic agenda?
- ☐ Is there a planned hard stop time?