" 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?

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