

Improve your next team meeting

Get the most out of your meetings. Save everyone's time. Follow these 3 easy steps. Let's go!



Step 1. Choose an upcoming meeting you want to improve and fill in the blanks:

- ☐ Meeting date and time (____/____/____ :__)
- ☐ Meeting location
- ☐ Meeting objective
- ☐ Your name
- ☐ Your email
- ☐ Participant's name
- ☐ Participant's email

Step 2. Go through the list of an effective team meeting.

Before the team meeting:

- ☐ Clearly defined objective is set
- ☐ Participants are determined
- ☐ Meeting time is set
- ☐ Meeting location is set
- ☐ Agenda is prepared

☐ Room is prepped and ready

During the team meeting, I'll make sure that:

- ☐ Team meeting will start on time
- ☐ Meeting agenda will be reviewed
- ☐ Purposes will be made clear
- ☐ Agenda will be followed
- ☐ One topic will be discussed at a time
- ☐ Discussions will be relevant
- ☐ Each agenda item will be wrapped-up out loud
- ☐ Time schedule will be followed
- ☐ Everyone will have a chance to express opinion
- ☐ Open-ended questions will be used
- ☐ Progress will be made towards the objective
- ☐ Important discussions will be summarized
- ☐ Responsibilities and deadlines will be documented
- ☐ Time and place for the next meeting will be set
- ☐ Team meeting will end on time
- ☐ Everyone will leave the room knowing the next step

After the team meeting, I'll make sure that:

- ☐ Participants will receive a follow-up memo within 24 hours
- ☐ Delegation decisions will be followed-up
- ☐ Unfinished business will be put on the next meeting agenda

Step 3. Now send this information to participants.

- ☐ The attendees will be aware of your intentions and guidelines. The social pressure will make sure you'll stick to your commitment.

Make and Share Free Checklists
checkli.com