

Effective Meeting Checklist: 13 Things You MUST Do Before, During or After so You're Not Wasting Time

Studies show that Managers attend more than 60 meetings per month and an estimated 37% of employee time is spent in meetings.



BEFORE THE MEETING:

- ☐ Make sure you (or anyone else) really need(s) to physically attend the meeting.
- ☐ Prepare and/or Review the Agenda.
- ☐ Prepare data and/or facts that support items on the Agenda.
- ☐ Distribute any information that will require review by other meeting participants.

DURING THE MEETING:

- ☐ Start ON TIME!
- ☐ State the Intentions and Objectives of the meeting at the start.
- ☐ Address most important issues first.
- ☐ Publicly ask the Question: "What did we decide today?"
- ☐ Set the date and time of the next meeting.
- ☐ End on time.

AFTER THE MEETING:

- ☐ Send a Recap Report.
- ☐ Delegate someone to track action items and accountabilities.
- ☐ Evaluate the Meeting Effectiveness.

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