

IMPROVE YOUR MEETINGS

Are you tired of attending meetings that are a huge waste of time?
Then stop moaning and do something about it!

Use this quick meeting planner to decide if you're really needed at a meeting. If you are, complete the template to ensure you add your full value when you're there.



I: THE GO/NO-GO DECISION

Meeting title: _____

Purpose of the meeting:

☐

Unclear

☐

Specified

Agenda provided:

☐

Yes

☐

No

My role in the meeting: _____

Clarification before accepting? _____

Alternatives to attending:

☐

Briefing before/after

☐

Send a delegate

☐

Review minutes

Attendance:

☐

Attend

☐

Alternative participation

☐

Do not participate

II: PREPARATION TO ATTEND

My primary value in the meeting: _____

The informal role I will play: _____

Other people I'm representing: _____

☐

I have spoken with them to get their points of view

Pre-reading or preparation: _____

☐

I have prepared for the meeting and am ready to add value

Questions to be addressed: _____

Potential issues to be ready for: _____

III. MEETING ALTERNATIVES

What could you send in advance to share your ideas and opinions without having to participate directly?

If you are sending a delegate, what do they need to know to represent you effectively in the meeting?

What questions do you think need to be answered in the meeting? Can you send them to the meeting chair?

How will you follow-up on the discussions after the meeting?