



CHECKLIST FOR EFFECTIVE MEETINGS

LEADING MEETINGS: BEFORE THE MEETING

- Purpose and intended results created
- Time and location set
- Room reserved
- People invited and confirmed
- Agenda written
- Handouts created and copied
- Audio/visual requirements handled
- Participants reconfirmed

DURING THE MEETING

- Begin on time
- State the purpose and results to be produced
- Lead the meeting:
 - Manage people's participation
 - Manage the time line
- Write down action steps with who, what when
- Make sure everyone is clear on their next steps
- Acknowledge everyone
- End on time

AFTER THE MEETING

- Complete any promises you made
- Support others in completing their promises/next steps
- Communicate results to others: colleagues, management, other departments
- Document the meeting

BEING A PARTICIPANT

- Confirm your attendance to the appropriate person
- Make sure the meeting is on your calendar/plan to attend the entire meeting
- Assemble materials you will need for the meeting
- Get to the meeting early!
- Listen actively; be alert and generous with all speakers
- Focus your comments on the purpose of the meeting, stay on track
- Write down any promises or actions you agree to take
- After the meeting, complete any actions you said you would take