



EFFECTIVE MEETINGS CHECKLIST

<p>Objective What is the purpose of the meeting? What is the objective? What do I want people to feel, know or do as a result of the meeting? How can I best prepare participants? What can be sent in advance?</p>	
<p>Agenda How can I make my agenda action-oriented? Is the desired deliverable, outcome or action clear from the agenda heading? What visual words can I use? <i>Tip: Don't try to add too much information to the agenda. Focus on what is relevant.</i></p>	
<p>Structure How do I want to structure the meeting to engage different interests and priorities? <i>Tip: Use the storyboarding template to help you consider the meeting from different angles</i></p>	
<p>Audience Who is in the meeting? What do they want/ need to know? What parts of the meeting will they focus on? Use accessible language.</p>	
<p>Feedback How will I solicit real feedback? What will engage others to contribute? How can I be best prepared for questions/ objections?</p>	
<p>Check understanding How will you check understanding and alignment? What language and approach will I take to create an atmosphere to be open and honest if there's a lack of understanding or misalignment? <i>Tip: Use clarifying open questions to check understanding.</i></p>	
<p>Follow-up How are we recording decisions? How are we keeping each other accountable for actions?</p>	