

Section 1—Powerful Meeting Tools

Powerful Meeting Checklist

Before the Meeting

- ✓ Determine the purpose, process, and payoffs for the meeting.
- ✓ Select participants who need to be there.
- ✓ Send out meeting agenda, pre-work, and meeting notices.

During the Meeting

- ✓ Present the purpose, process (agenda), payoffs, and meeting guidelines.
- ✓ Stay on time and stay on the subject.
- ✓ Adapt agenda only when team agrees or needs redirection.
- ✓ Summarize progress, identify action ownership, and set agenda for next meeting.
- ✓ Debrief or assess the meeting process.

After the Meeting

- ✓ Distribute meeting minutes or summary.
- ✓ Follow-up on action plans. “How meetings start is usually how they end.”

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