

SUCCESSFUL MEETING CHECKLIST

It is often said that “what happens before a meeting and after a meeting determines whether the meeting is a success.” This handy tool helps you think through all the ingredients of a successful meeting.

Pre-Meeting

- Do I know what needs to be decided at the meeting?
- Did I invite the people who need to be there?
- Did I prepare an agenda and send it in advance?
- Did I send background information in advance?

Meeting

- Did we state how decisions would be made?
- Did we use ground rules?
- Did I clarify the **G**oals of the meeting?
- Did we talk about current **R**eality?
- Did we discuss **O**ptions?
- Did we decide what **W**ill be done, by whom, by when?

Post-Meeting

- Was a meeting synopsis prepared that explains the decisions made and who needs to do what by when?
- Was this synopsis distributed timely? (e.g. within 1 day of the meeting)