

## PLAN YOUR NEXT MEETING

WHAT IS THE PURPOSE OF YOUR MEETING?

WHAT ARE THE DESIRED OUTCOMES?

Tasks	Experience

WHAT ARE THE TOPICS FOR THE EXTERNAL AGENDA?

**WHAT ARE THE TOPICS FOR THE INTERNAL AGENDA?**

**WHAT ARE THE NECESSARY ROLES AND WHO WILL PLAY THEM?**

**WHAT ARE THE GROUND RULES?**

**WHO IS COMING TO YOUR MEETING?**

**WHO SHOULD YOU MEET WITH PRIOR TO THE MEETING AND WHY?**

*(Remember: necessary and relevant individuals, no more, no less)*

**WHAT WILL YOU DO TO EFFECTIVELY MANAGE THESE INDIVIDUALS AT THE MEETING?**

*(vocal, not vocal, derailers etc)*

**WHO WILL YOU FOLLOW UP WITH AT POST MEETING?**

Effective meetings create real results and leave the participants feeling good and productive. For better or worse, it is an outwardly visible testament to your leadership.

Running effective meetings takes time and deliberate practice. The time that you put in at the outset, planning, pre-meetings, etc. will payoff in spades in the long run.