



## Great meeting checklist

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Got meetings? Most of us have way too many. Spend the time to make them great. One way to have great meetings is to create a 'we just had a great meeting' checklist.

- We provided the appropriate materials (agenda, pre-reading, information, etc.) necessary to prepare everyone to participate actively and effectively.

(I know... I can hear the whining already starting. "It is hard enough to have time for all the meetings, much less actually prep participants beforehand!" You are right. Just go ahead and do it over in a few weeks. Or waste a lot of time catching up those that don't already know while ignoring those that do. Or fumble around explaining things that could have been shared via email more effectively. Or ignore that no one took and shared notes from before so you can't hold each other accountable...)

- We opened the meeting talking about winning for the meeting and in general.
- We followed up on outstanding actions and commitments from the previous meeting.
- We made effective decisions, sought multiple perspectives, and paused to consider the second best answer.
- We exposed our thinking process.
- We double-checked our MSU (making stuff up).
- We sought alignment and addressed multiple interpretations of decisions/conversations.
- We took clear notes on who would do what, by when, for any agreed to actions.
- We enjoyed making progress.

If we have to have so many meetings (and even if you only have a few), make them great!

