

Running Effective Meetings

Checklist

- I. In planning your meeting did you: yes no
1. Define what you want to achieve?
 2. Consider alternatives; e.g., telephone, memo, not have the meeting?
 3. Invite people who can truly contribute and/or benefit?
 4. Prepare and distribute in advance an agenda that states purpose, preparation needed, and details?
 5. Create a pleasing and facilitative environment?
- II. In conducting your meeting did you: yes no
1. Make the participants feel that their attendance is necessary?
 2. Follow your agenda?
 3. Try to deal with, rather than try to ignore, human "process" e.g., conflict, anger, boredom, and frustrations?
 4. Capture key data, e.g., decisions and assignments?
 5. End by summarizing, evaluating, and unifying?
- III. In following up on a meeting did you: yes no
1. Review action items to ensure completion?