

BRIEF MEETING PREP CARD™

Meeting Type:
(check one or more)

☐ UPDATE ☐ PLAN ☐ ALIGN ☐ DECIDE ☐ BRAINSTORM ☐ SHARE INFO ☐ OTHER

Core Objective:

WRITE WHAT YOU WANT TO ACCOMPLISH IN THE MEETING CLEARLY AND CONCISELY
(IN 10 WORDS OR LESS) AND PLACE IT IN THE CENTRAL [BRIEF] BOX BELOW.

Meeting Leader:

Participants / Role:

Date: **Time:**

Min. time **Max. time**

Pre-Read or Preparation:

**Follow-Up: Meeting notes,
action items and deadlines.**

BRIEF MAP™
© 2021 Sheffield Company, LLC. All Rights Reserved.

the**[brief]**lab®
A Sheffield Company

Follow-up / next steps

6

Background for meeting

2

[brief]box™

5

Minimum definition of success

In ____ minutes, we at least need to accomplish

1

Core objective

3

Risk if we don't meet

Agenda topic, person(s) and time

4

1	OBJECTIVE
2	BACKGROUND
3	RISK
4	INFORMATION
5	END-STATE
6	FOLLOW-UP

HOW TO READ

CREATE A SERIES OF BULLET POINTS FOR EACH AGENDA ITEM THAT IDENTIFY THE TOPIC, PERSON(S) LEADING IT AND ALLOTTED TIME TO ADDRESS IT, IN SEQUENTIAL ORDER.

TYPE:

- i. Meetings are primarily for discussion and decision.
- ii. Are we using the meeting to disseminate information only?
- iii. Are we clear on or about the type of meeting we are having (e.g., update, brainstorm, planning, etc.)?

ATTENDEES:

- i. Who is coming and why do they need to be there?
- ii. Are there too many or too few people invited?
- iii. If it's for decision, is the decision maker going to be there?

PREPARATION:

- i. What are we asking attendees to do before the meeting (e.g., read ahead, homework, etc.)?
- ii. What do they need to know and do beforehand?
- iii. Are we giving them enough time to get ready?

OBJECTIVE & TIME:

- i. How much time do we really need to achieve our core goal?
- ii. Am I rounding up to an hour by default or design?

CONSIDERATIONS:

- i. The agenda needs to create an optimum sequence: topic, person, time.
- ii. Have we realistically defined in bullets each agenda item, who is leading it, and how much time is needed?
- iii. Add up all the agenda items and times and ask "can we accomplish the core objective in that amount of time?"

PERSONALITIES:

- i. There are many different personality types in meetings (e.g., a dominator, naysayer, class clown, derail, detailer, multitasker, etc.)
- ii. Do we consider these personalities when choosing to invite them?
- iii. People can shift from one personality to another.