

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:

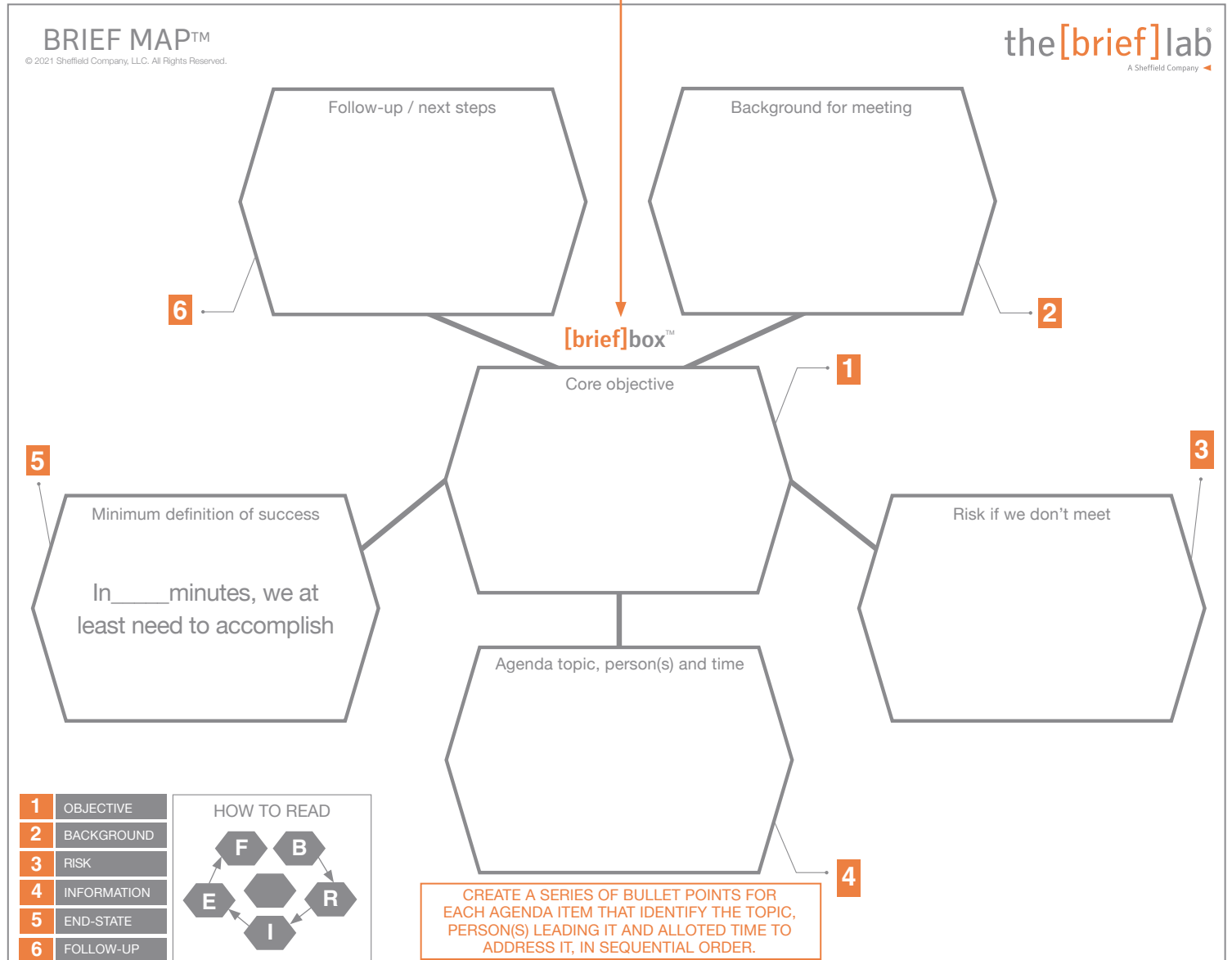


Date: _____ **Time:** _____

Min. time _____ **Max. time** _____

Pre-Read or Preparation:

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



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, derailer, detailer, multitasker, etc.)
- ii. Do we consider these personalities when choosing to invite them?
- iii. People can shift from one personality to another.