# BRIEF MEETING PREP CARD™

**Meeting Type:**
(circle 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
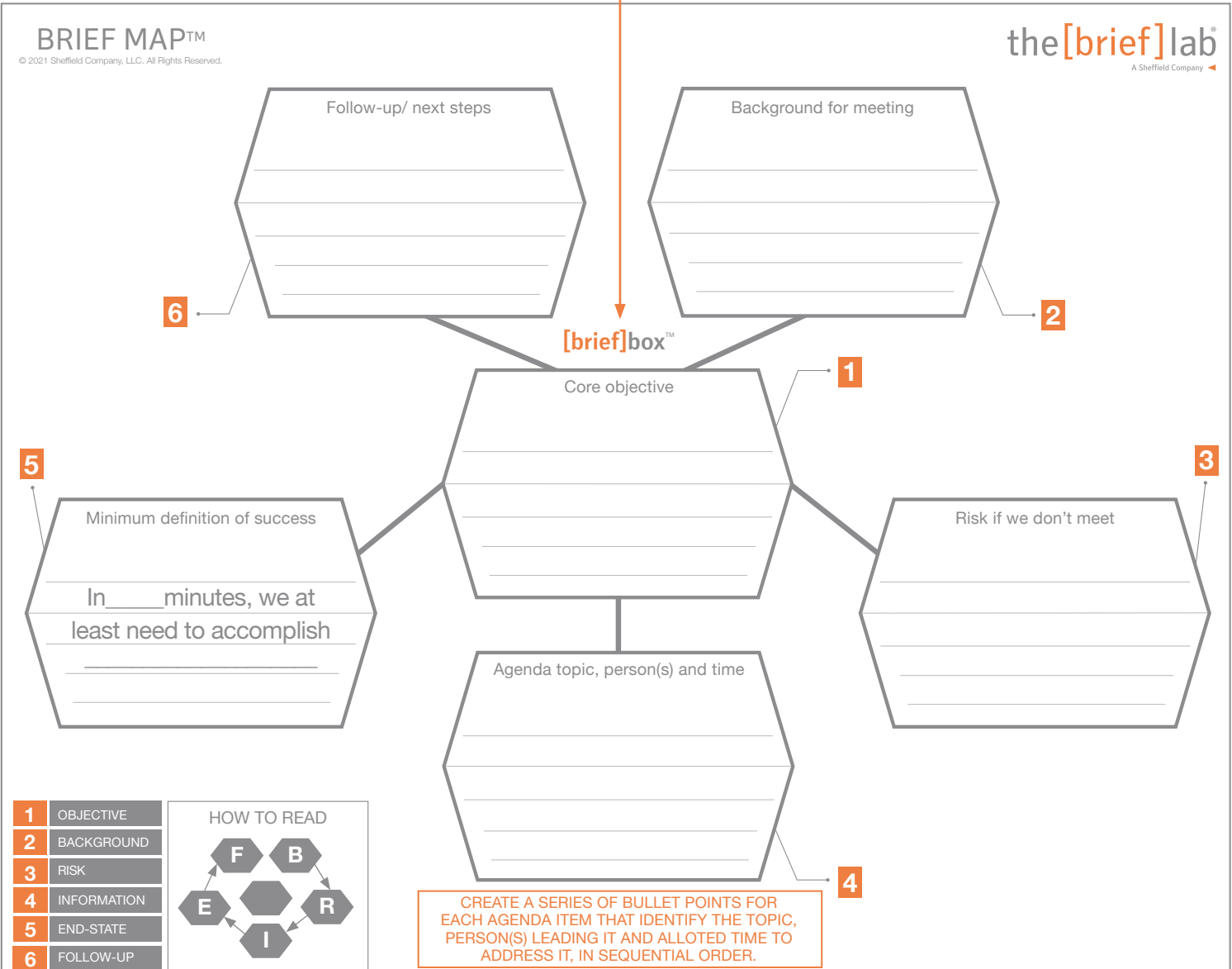(IN 10 WORDS OR LESS) AND PLACE IT IN THE CENTRAL [BRIEF] BOX BELOW.

**Meeting Leader:**

_____

**Participants / Role:**

_____
_____
_____
_____
_____
_____

Date: _____    Time: _____

_____    _____
Min. time    Max. time

**Pre-Read or Preparation:**

_____
_____
_____
_____

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

_____
_____
_____
_____

## BRIEF MAP™
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the [brief] lab
A Sheffield Company ◄

**6** Follow-up/ next steps

**2** Background for meeting

[brief]box™

**1** Core objective

**5** Minimum definition of success

In _____ minutes, we at least need to accomplish

_____

**3** Risk if we don't meet

**4** Agenda topic, person(s) and time

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

HOW TO READ

F    B
E    R
I

CREATE A SERIES OF BULLET POINTS FOR
EACH AGENDA ITEM THAT IDENTIFY THE TOPIC,
PERSON(S) LEADING IT AND ALLOTED 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, derailer, detailer, multitasker, etc.)

ii. Do we consider these personalities when choosing to invite them?

iii. People can shift from one personality to another.