

Action Plan for More Effective Meetings

1. Have an agenda – distribute it in advance
2. Assign meeting roles
 - Leader
 - Facilitator
 - Timekeeper
 - Note Taker
3. Use meeting tools to facilitate conversation
 - Ground rules
 - Parking Lot
 - Flipcharts
 - Others?
4. End meeting purposefully
 - Cascading communication – who needs to know what, when?
 - Follow up items & responsibilities
 - Next steps
5. Take notes to track progress
 - a. Notes do not need to capture the entire discussion – only key points, decisions made, work to be done following the meeting, who is responsible and due dates.
 - b. Distribute on a timely basis.

Topic	Outcomes	Person(s) Responsible	Due Date

Take the suggestions given and begin to apply to your future meetings, even as quickly as today.

You will see significant progress, over time.

Why are we meeting?

Know & communicate your purpose - - - manage your meeting before, during & after