

The Meeting Optimizer

Make every meeting count.

Individual Preparation Sheet

Assess your regularity in applying the following practices and identify areas for personal improvement. Your feedback is essential to enrich the next session with the Meeting Optimizer poster.

Frequency of Meeting Practices (Self-Assessment)

1 - Very rarely
2 - Rarely
3 - Sometimes
4 - Often
5 - Very often

<div>►</div> <div>Optimal Kick-Offs</div>						What proactive steps can I take to improve meeting starts?
<div>• Clear goals: I define and share clear meeting goals to align team efforts.</div>	☆	☆	☆	☆	☆	
<div>• Agendas and documents sent: I distribute agendas and all necessary materials in advance to ensure meeting readiness.</div>	☆	☆	☆	☆	☆	
<div>• On-time starts: I initiate meetings punctually, respecting everyone's time.</div>	☆	☆	☆	☆	☆	
<div>• Tech works: I ensure that everything is configured and runs properly.</div>	☆	☆	☆	☆	☆	
<div>• Ground rules known: when necessary I share and maintain conduct rules for effective interaction, on-site and online.</div>	☆	☆	☆	☆	☆	
<div>☀</div> <div>Engaging Discussions</div>						How can I better facilitate participation and enrich discussions?
<div>• Fair speaking time: I manage time to allow balanced voice from all attendees.</div>	☆	☆	☆	☆	☆	
<div>• Open minds: I encourage diverse viewpoints, enriching our discussions.</div>	☆	☆	☆	☆	☆	
<div>• Feedback valued: I solicit and incorporate constructive criticism.</div>	☆	☆	☆	☆	☆	
<div>• Active listening: I devote full attention to speakers, fostering mutual understanding.</div>	☆	☆	☆	☆	☆	
<div>• Clarification questions: I don't assume, I ask targeted questions to ensure clear comprehension.</div>	☆	☆	☆	☆	☆	
<div>• Respectful tone: I consistently speak to and treat others respectfully.</div>	☆	☆	☆	☆	☆	
<div>☰</div> <div>Actionable Conclusions</div>						What actions will I commit to for more effective meeting conclusions?
<div>• Recap for all: I conclude with recaps that encapsulate decisions and insights.</div>	☆	☆	☆	☆	☆	
<div>• Thank-you given: I acknowledge all contributions, creating a positive team spirit.</div>	☆	☆	☆	☆	☆	
<div>• Clear next steps: I outline next steps clearly, reviewing responsibilities when necessary.</div>	☆	☆	☆	☆	☆	
<div>• Decisions documented: I help keep record of decisions for future reference when that applies.</div>	☆	☆	☆	☆	☆	
<div>☰</div> <div>Post-Meeting Drive</div>						What positive behaviors will I demonstrate to maintain team energy?
<div>• Tasks on track: I check on task progression and provide updates to keep the team informed.</div>	☆	☆	☆	☆	☆	
<div>• Issues addressed: I tackle post-meeting challenges swiftly to maintain momentum.</div>	☆	☆	☆	☆	☆	
<div>• Growth mindset: I frame intelligent mistakes as opportunities for learning and improvement.</div>	☆	☆	☆	☆	☆	
<div>• Celebrating successes: I recognize our collective achievements, encouraging team morale.</div>	☆	☆	☆	☆	☆	