Running effective meetings – cheat-sheet & checklist

Before the meeting

☐ Confirm that a meeting is really necessary (i.e., email or circulating a doc for comment just won’t cut it)
☐ Choose attendees with an eye toward minimizing the meeting’s cost
☐ Understand the unique contribution you’re looking for from each attendee
☐ Include your agenda in the invitation
☐ Set up a way for people to attend remotely
☐ Other: ________________________________________

During the meeting

☐ Ask attendees to close laptops and phones
☐ Set up a “parking lot” on the whiteboard
☐ Give everyone a chance to contribute, drawing out the quiet folks if necessary
☐ Drive toward the result you’re after, minimizing detours
☐ Capture the output as you go (snap pics of the whiteboard, take notes, etc.)
☐ Identify follow-up tasks with owners and due dates
☐ High-fives all around!
☐ Other: ________________________________________

After the meeting

☐ Share the results and follow-up tasks with attendees and other stakeholders
☐ Ask attendees for feedback you can use to improve your next meeting
☐ Other: ________________________________________
☐ Congratulate yourself on running that meeting LIKE A BOSS