

# PRODUCTIVE MEETING FRAMEWORK

Before, during, and after a meeting, it's helpful to check in and make sure you're on the right track for a productive meeting. The following is a framework to use as a guideline for successful meetings:

## BEFORE THE MEETING

1. What's the goal or desired objective/outcome of the meeting? (Maximum of two)
2. Who needs to be at the meeting to provide value? Include all stakeholders or those from whom you may need buy-in.
3. What's the meeting's agenda? Send it out a few days in advance to ensure attendees can prepare and begin thinking about their perspective on the meeting's goals and objectives.

## DURING THE MEETING

4. Welcome attendees, and state the purpose of the meeting.
5. Near the end of the meeting, identify next steps. Who's committing to what? What's the deadline?

## AFTER THE MEETING

6. Ask others for feedback on your meeting. Do your attendees feel it was a good use of their time? Do they think the purpose of the meeting was achieved?