

KIIKSTART AND TEA PODCAST MAKING THE MOST FROM MEETINGS

CHECKLIST

ITS ALL IN THE PREPARATION

Too much time is wasted attending meetings with little purpose or clear outcomes. Do not become a victim of this.

To get the most from any meeting you need to be able to answer the following questions before deciding to be part of it:

- How does this meeting bring you closer to achieving key outcomes?
- What are you wanting to achieve from attending the meeting?
- What are you hoping to contribute to other people as part of attending?
- What value and benefit will you bring to the discussion by attending?
- What is your definition of what a great meeting looks like?
- What will you need to give up to attend? **Remember you cannot do two things at once.**
- How much will it cost you to attend in terms of preparation, travel, your time etc.?

These are key questions as it makes you work with much more intent and purpose. You are much more conscious in the early stages of acceptance.

Be mindful that you do not need to accept every meeting offer that comes your way. Before saying yes take the time to stop and ask these questions.

YOU ARE IN CONTROL OF HOW YOU USE TIME

KIIKSTART'S 10 MEETING TIPS TO WORK BY

1. Always have a clear agenda for the meeting. What is the reason for coming together?

If you are not organising the meeting, someone else is, and there is no clear agenda respectfully ask “What are we wanting to achieve”?

2. What are some of the topics for discussion and what is the purpose of coming together? **This needs to be clearly defined in the agenda.**
3. Determine who will be attending – do your homework on who else will be in the room. Both from a business and individual perspective.
4. Research the other relevant businesses in the room – what are their plans, future direction, what is their brand, who are their clients?
5. Understand through research what the motivating factors are for other people in the room.
6. Know what values and ethics underpin the people and businesses in the room – being aware and sensitive to differences will be key.
7. Work to a meeting timeframe and stick to it. Get to the point/ achieve the agreed meeting outcome in the agreed timeframe.

Avoid the meeting being a talk fest/ these need to also be “do fests”

8. Make sure actions resulting from the meeting are time limited, measurable, and fairly distributed amongst attendees.
9. Have a process for following up and maintaining contact post meeting. Who will be responsible for what action?
10. Consciously listen to what other people are saying in the room.