

Meeting Plan - No Time to Prepare!

Situation

Sit alone or meet quickly with a colleague to articulate, as clearly and briefly as you can: Why are we having this meeting?

Achievements

Imagine the meeting is over. **Name two things** you or the group will have been happy to have accomplished as a result of the meeting.

Agenda

Jot down a flow of agenda items, with estimated time for each one. Is there enough time? If not, **cut** something right now and plan to tend to it some other way. Put agenda times in a logical order.

People

Review quickly the list of people expected to come to the meeting. **Give a quick call** to anyone who (a) should be there but might not be planning to come; and/or (b) doesn't need to be there.