

Writing Meeting Achievements

Having a draft agenda for people to see is a great preparation step. It can go a long way in helping people focus on, and prepare for, a meeting. We propose taking a step back: write achievements for the meeting. To do this: 1) Think through what people need to get done by the end of the meeting; and 2) Write these down beginning with verbs.

Here's a sample of verbs that may describe what meeting participants will have done by the end of this meeting. If it's helpful to you, notice how we've organized the verbs into levels according to your expectations for meeting members. The idea is to find a verb that accurately describes what the group will have done in the time available. Believe us, this will transform your meetings!

Respond to Information (FYI agenda items)	<ul style="list-style-type: none"> • Outlined • Named • Highlighted • Examined • Connected
Give You Feedback	<ul style="list-style-type: none"> • Interpreted • Tested • Critiqued • Praised • Prioritized
Generate New Ideas	<ul style="list-style-type: none"> • Suggested • Developed • Created • Proposed • Constructed • Diagrammed • Mapped
Create Clarity	<ul style="list-style-type: none"> • Compared • Contrasted • Classified • Costed • Analyzed • Diagrammed • Integrated
Make Decisions	<ul style="list-style-type: none"> • Finalized • Approved • Selected • Ratified • Authorized
Plan for Follow-up	<ul style="list-style-type: none"> • Scheduled • Delegated • Projected • Assigned

Achievements <i>By the end of this meeting, we will have...</i>	Agenda Items