

## Worksheet: No Time to Prepare!

Fifteen (15 minutes) with this worksheet as far in advance of the meeting as you can. But, even using at the last minute will help enormously.

1. **Sit alone or with a colleague** and name the situation:

*Why are we having this meeting?*

**Situation:**

2. **Imagine** the meeting is over.

*What **two things** the group will be happy to have accomplished as a result of this meeting?*

**Achievements:**

3. **Jot down** a flow of agenda items, with estimated time for each one. If time is tight, **cut** something out and plan to tend to it some other way. Put agenda items in a logical flow.

**Agenda:**

4. **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.

**People:**