

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:

By the end of this meeting, we will have . . .

Agenda items:
