Running effective meetings – cheat-sheet & checklist

Before the meeting

- [ ] Confirm that a meeting is really necessary (i.e., email or circulating a doc for comment just won't cut it)
- [ ] Choose attendees with an eye toward minimizing the meeting's cost
- [ ] Understand the unique contribution you're looking for from each attendee
- [ ] Include your agenda in the invitation
- [ ] Set up a way for people to attend remotely
- [ ] Other: _____

During the meeting

- [ ] Ask attendees to close laptops and phones
- [ ] Set up a "parking lot" on the whiteboard
- [ ] Give everyone a chance to contribute, drawing out the quiet folks if necessary
- [ ] Drive toward the result you're after, minimizing detours
- [ ] Capture the output as you go (snap pics of the whiteboard, take notes, etc.)
- [ ] Identify follow-up tasks with owners and due dates
- [ ] High-fives all around!
- [ ] Other: _____

After the meeting

- [ ] Share the results and follow-up tasks with attendees and other stakeholders
- [ ] Ask attendees for feedback you can use to improve your next meeting
- [ ] Other: _____
- [ ] Congratulate yourself on running that meeting LIKE A BOSS