

MEETINGS CHECKLIST FOR A PARTICIPANT

(40-20-40)

BEFORE



- Should I accept the invite? How does this meeting help me achieve my priorities?
- If I am still going, what do I want to get from it? What is expected from me?
- What do I want to contribute?
- Is there a clear purpose? If not, what can I do to influence that?
- Have I read the agenda and any papers? If not, when will I do that?
- What further information do I need to bring to the discussion?
- Is there likely to be tension around some of the issues? What can I do to contribute to those items in a positive way?

ONLINE MEETINGS

- Any Pre-work to do?
- Test log-in process and technology to ensure you are familiar with features and have the downloads.
- Think ahead about the environment, where will I be

MY MEETINGS CHECKLIST

(40-20-40)

DURING

- Be on time (or early!)
- Put my devices away
- Do I know everyone? Do I know what they bring to this discussion? If not, ask for introductions and seek clarification
- Do I need to let the Chair know if I need to leave early (or even on time)?
- Am I dominating discussion?
- Am I listening and taking on board the views of others?
- What can I do to support the meeting leader? Is the meeting on track? If not, what can I do to help it get back there?
- What can I do to make my contribution a useful and positive one?
- What can I do to help set or improve the tone of the meeting?
- Do I understand all of the jargon being used? If not, how to best seek clarification? Truth Amnesty!
- Note down my own actions. Am I clear about what needs to be done and by when?

ONLINE MEETINGS

- Aim to be on-line 5 mins early to ensure set-up works
- Don't multitask – it's rude!
- Pay attention – if the Chair is doing a good job they might call on me to share my thoughts at any minute.

AFTER

- Note down my own actions
- Use the 10 minutes at the end of the meeting to complete any quick 2-minute actions there and then!
- Be realistic about which of my actions are critical – renegotiate deadlines to help prioritise
- Do a post-mortem analysis – was it relevant, useless, effective?
 - anything that could have been done better?
 - do I still need to come to this meeting?
 - did we achieve our shared purpose?
 - Are there any discussions I want to follow up on outside of the meeting?