



Meeting prep worksheet

Decide which meetings to keep—and which topics you can handle over chat, email, or a doc.

Question

Does your meeting have...

A short list of attendees with the expertise, authority, and diversity to contribute?

A simple description of what you're trying to achieve?

A clear decision you'd like to make by the end of the meeting?

A short agenda, with no more than 3ish items?

Score it

Yes, totally = 2

Kind of = 1

Not so much = 0

Agenda prep

Fill in the blank below

The right people to invite are:

The ONE thing I want to achieve by the end of the meeting is:

The ONE key decision we're trying to make is:

The things I want to cover are:



Meeting prep worksheet

Decide which meetings to keep—and which topics you can handle over chat, email, or a doc.

Question

Does your meeting have...

A list of concise reference docs to share?

A clear role / job for each person on the call?

Score it

Yes, totally = 2

Kind of = 1

Not so much = 0

Agenda prep

Fill in the blank below

Useful, concise docs to share in advance are:

Presenter:

Note-taker / follow-ups:

Facilitator:

Decider:
