

The "Three Keys" Meeting Planning Worksheet

1. PROCESS

- **BEFORE Meeting**
 - **Starting**
 - **Meeting Logistics**
 - **Be Proactive**
 - **Decision Making Process – Robert’s Rules?**
 - **Wrapping up**
 - **AFTER Meeting**
-
-
-
-

2. CONTENT

- **Agenda**
 - **Focus Attention**
 - **Action Summary**
 - **Tracking**
-
-
-
-

3. PEOPLE

- **Ground Rules**
 - **Active Listeners**
 - **Involve Group**
 - **Acknowledgements/Recognition**
 - **Manage Group**
-
-
-
-