

Set a Clear Goal for Your Meeting

Write Your Meeting Goal

Setting a **clear goal** for your meeting will help keep your team on-task. Below find the three main types of meetings, plus **verbs** and **examples** to get you started.

1. Information Sharing

Do you need to make an announcement, or overview a plan that's already been made? Begin your meeting goal with verbs like...

- Update
- Review
- Clarify
- Summarize

Example: Review quarterly company performance metrics.

2. Creative Discussion

Do you need your team's input and brain power to solve a problem? Begin your meeting goal with verbs like...

- Create
- Design
- Solve
- Plan
- Coordinate

Example: Plan timeline for team project handoff.

3. Decision-Making

Do you need people's input or approval to reach a key decision? Begin your meeting goal with verbs like...

- Select/choose
- Approve
- Designate
- Accept
- Finalize

Example: Choose new team leaders for diversity committee.

With these verbs in mind, now you can get started writing your meeting goal.