



1/4-PAGE MEETING PLANNER

Early in my career, my boss scolded me for not having questions ready for a big meeting. He said, "If you think you have all the answers at the start of the meeting, what's the point of meeting? Good questions bring out the best ideas in everyone." – Derrick Van Mell, CEO, CMTP

Introduction

Abraham Lincoln said if he was going to meet someone for an hour, he'd spend three hours preparing. Thanks, Abe, but who's got the time? The 1/4-Page Meeting Planner will quickly earn you the reputation as someone who always asks *the* critical question. That's what it means to be trusted advisor and servant leader.

Benefits

The Center's tools minimize omissions, improve communications and foster collaboration. The **1/4-Page Meeting Planner**:

- Turns meetings into collaborations in creativity, not competitions for positions
- Radically cuts preparation time
- Even one good question can eliminate the need to meet again

Difficulty	Easy
Estimated time required	20 minutes, tops
Special skills	None

Instructions

We all know we should review the last meeting's notes, research the issues and think about the people. But how can you snap things into focus, so you don't need another meeting?

1. Scan The CMTP Index for 3 terms relevant to the project, presentation or sale
2. Borrow or improve on the 3 Good Questions provided in each term
3. Fit the topic description in the space provided (it forces you to be focused)
4. Take good notes and then record them, perhaps in your CRM
5. Be prepared for people asking you to show off the Planner!

Members can of course contact the Center for assistance: info@theindex.net

Make It Better!

Member should share ideas for improving any of the Center's tools and how they're taught and formatted. It's also great to suggest new applications or brand-new tools.

