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RACI Matrix

How To Have More Effective Meetings

This template will help you create a more effective strategy for how and when you show up for meetings.

R

What am I **responsible** for?

A

Who is **accountable** and delivering the work?

C

Do I want to be a **contributor**?

I

Am I here to **influence** the outcome?



STEP TWO:

ASK YOURSELF THE FOLLOWING QUESTIONS.

What do you want to get out of the meeting you are attending?

Who are YOU in these meetings?

What am I actually here to do?

What is my role in this meeting?

What's in it for you?

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