

Let's Have An Effective Meeting

Complete the following.

TIME: _____



1. OBJECTIVE: IS THERE A FIT HERE?

2. GROUND RULES:

- ▶ Honesty, no need for “feel goods”
- ▶ Growing Your Business
- ▶ No Pressure: OK to stop or say “No”

3. YOUR ISSUES:

- ▶ Where are you NOW? Where do you WANT to be?
- ▶ Why are you not achieving this?
- ▶ What have you done to resolve?
- ▶ What is the gain or opportunity? (Income, Money, Fulfillment, etc)
- ▶ What is your commitment level?

4. INVESTMENTS/BUDGET/MONEY:

- ▶ What can you invest, when, how?

5. DECISION ISSUES / TIMELINE:

- ▶ Who, when, how do you decide to do things?

6. PROPOSED SOLUTIONS: HOW WE WORK, PROGRAMS, OPTIONS, COSTS, DETAILS.

7. NEXT STEP:

- a. Stop
- b. Start
- c. Another meeting

8. AGREEMENT TO HELP EACH OTHER.

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