

INSTIGATE

Free from Distractions: Note who is attending the meeting and everyone is 'Free from Distractions'.

Open to Engage: Ice breaker to help everyone feel engaged.

SYNERGISE

Commit to Success: Invitees **commit or challenge** and comment on pre-meeting expectations?

Understand Objectives:

Keep the number of TOPICS down to a manageable level:

- 1).....
- 2).....
- 3).....

THINK

Share ideas: Discuss openly and honestly ideas

- 1).....
- 2).....
- 3).....

Evaluate ideas:

High: Value / Impact / Novelty

X - DO these ideas!!



Low: Cost / Effort / Stress



AGREE

Do What's Right:

Decision 1)

what:

when:

who:

Decision 2)

what:

when:

who:

Decision 3)

what:

when:

who:

QUESTION: Was this meeting time well spent? Compare Pre-meeting expectations with Post-Meeting Perceptions.