

Exercise: Meeting Efficiency Workbook

Objective: This workbook is designed to help you apply the principles of efficient meeting planning and execution. By completing this exercise, you'll gain hands-on experience in preparing for, conducting, and following up on meetings to ensure they are as productive and engaging as possible.

Instructions:

Pre-Meeting Preparation

Agenda Crafting: Create an agenda for an upcoming meeting. Ensure it's clear, concise, and outlines the objectives of the meeting. Remember to allocate time slots for each agenda item to keep the meeting on track.

Participant List: List the participants for this meeting. Next to each name, note down what you expect them to contribute. This will help you engage them effectively during the meeting.

During the Meeting

Time Management Log: Use this section to record how well you stick to the allocated times for each agenda item. Note any deviations and the reasons behind them.

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Engagement Techniques: Document the techniques you used to engage participants during the meeting. Did you ask open-ended questions, use polling, or perhaps something innovative? Reflect on what worked well and what could be improved.

Post-Meeting Actions

Action Item Tracker: List all the action items that emerged from the meeting, who is responsible for each, and their deadlines. This will be your tool for follow-up.

Feedback Solicitation: Craft a brief survey or feedback form to send to participants after the meeting. Include questions about the meeting's effectiveness, engagement, and areas for improvement.

Reflection Section:

After completing the pre-meeting, during, and post-meeting sections, take a moment to reflect on the overall process. What lessons did you learn? How can you apply these insights to make your next meeting even more successful?