

MITCH TUBLIN'S RUN MEETINGS EFFICIENTLY MINI-CHECKLIST

- Every meeting must serve a purpose.
- Have a clear, concise agenda – distribute before the meeting.
- All come prepared. If it's your meeting and you don't have time to prepare – don't have the meeting – cancel it.
- Get to the purpose and points of the meeting. If it can be done in ten minutes challenge yourself to do it.
- Obtain any meaningful feedback pertaining specifically to this topic. Keep the feedback portion moving along while thanking people for their input.
- Clear next steps with specific action items.
- Responsibilities with names for each and dates to complete and a named person to hold each person accountable.
- If there is a follow up meeting or a next meeting - schedule it now or state by when everyone will hearing about the timing of it.