

# STRUCTURING AND ORGANIZING BUSINESS ENCOUNTERS

Have you ever thought about the following factors as you go about the nuts and bolts of planning and scheduling your business encounters?

- How we all operate physiologically at work: Energy levels, low/high times of day, the hunger factor, and what effect all these have on how we communicate.
- How space and environment affect our creativity and responses.
- What is the best time and location to schedule based on the content of your meeting.
- How communication affects getting your meeting when you want it.

Let's examine some rarely thought of, but basic, truths about people that affect communication in business encounters, and see how to include these when you plan and schedule such encounters.

## PREPARATION

To think through what you mean to accomplish *before* you even schedule your encounter, and to organize your preparation, you need to take the following steps. This is true whether you are in power and *calling* the meeting or *asking* for a meeting with the boss.

### Choose and Edit Your Goals

#### *What Do You Want to Accomplish?*

First, find out what you want the meeting to produce. Make an objective list. Write it *all* down, putting *everything* you'd like to have