

"OFF-LINE" MEETING TRACK™

- Step 1. **What is the objective?** Whoever is calling the meeting, have him or her decide the objective of the meeting in advance. What must be accomplished by the end of this meeting?
- Step 2. **What is the agenda?** What are the steps and topics you are going to follow and cover to achieve the objective?
- Step 3. **What prep work needs to be done?** Be clear with everyone in advance as to what work needs to be done prior to the meeting so that everyone comes fully prepared. This will create much more efficient and productive meetings.
- Step 4. **Send out, in advance, to all participants the objective, agenda, and prep work.** Give plenty of prep time.
- Step 5. **Begin the meeting by stating the objective and the agenda.** Make sure everyone is clear about why you are together and what needs to be accomplished.