

Servant Leader Meeting Checklist Template



SERVANT LEADER MEETING CHECKLIST

<input type="checkbox"/>	IS THE MEETING NECESSARY?
<input type="checkbox"/>	ARE THE RIGHT PEOPLE INVITED?
<input type="checkbox"/>	SEND AGENDA AND MATERIALS 48 HOURS IN ADVANCE
<input type="checkbox"/>	START AND END ON TIME
<input type="checkbox"/>	LISTEN, ASK OPEN-ENDED QUESTIONS, AND SEEK TO UNDERSTAND FIRST
<input type="checkbox"/>	CELEBRATE AND RECOGNIZE OTHERS
<input type="checkbox"/>	MODERATE THE CONVERSATION
<input type="checkbox"/>	ENGAGE EVERYONE. CALL ON EACH PERSON AND ASK WHAT THEY THINK.
<input type="checkbox"/>	SUMMARIZE MATERIAL AND REVIEW NEXT STEPS
<input type="checkbox"/>	THANK THE GROUP FOR THEIR TIME AND PARTICIPATION

