


A top-down view of a person's hands typing on a laptop keyboard. A large blue circle is overlaid on the center of the image, containing white text. To the left of the laptop, there is a pair of white earbuds and a small potted plant. To the right, there is a stack of books. The background is a wooden desk.

When they say
“Yes”: Confirming
a Meeting

A person wearing a grey sweater is shown from the chest up, holding a smartphone. A large blue diamond is superimposed over the center of the image, containing white text. The background is a blurred indoor setting.

A “Yes” is way
easier, but still
important to get
right



Do This Immediately After a “Yes”

- Send quick confirmation email
 - “Sounds great, I’ll send over a calendar invite shortly...”
- Confirm attendees
 - Limit to 2-3 people max (for a first meeting)
- Send over Calendar invite
 - Include appropriate meeting details
 - Outline Meeting agenda
 - Include relevant prep materials



1 Day Before the Meeting:

- Send quick confirmation email:

Hi John,

Just sending a quick email to confirm our meeting tomorrow at 10am PT to chat about how Udemy can help Glassdoor. If your schedule has changed and you need to move the time, please let me know and we can adjust accordingly.

Looking forward to talking soon.

Best,

Elliot

A top-down view of a wooden desk. In the center is a spiral-bound notebook with two blank white pages. A silver pen lies on the bottom page. To the top left is a small bowl of fruit. To the top right is a paint palette. To the bottom left is a white headset. A blue horizontal band with white text is overlaid on the notebook.

*Do pre-work to make a meeting more
successful and to decrease no shows*