



Mindful Meetings Checklist

Follow these simple steps for happier, more productive meetings.

FIRST ASK YOURSELF: 'IS THIS MEETING NECESSARY?'

Only call a meeting if:



You have a clear purpose/goal



Collaboration and open discussion are essential to achieving your goals



You need to discuss complex or sensitive information

If you answered 'no,' stop! Use email, instant messaging, or a quick phone call instead.

BEFORE THE MEETING

Check your invite list

Is everyone there for a reason?

Create and share an agenda

Am I giving people what they need to come prepared?

Schedule the appropriate amount of time

Is my meeting the right length? Can it be shorter?

Get in the right mindset

Am I prepared, focused, and ready to be an engaged host/participant?

DURING THE MEETING

Start with small talk

Did I greet everyone and set a positive tone for the meeting?

Encourage participation

Am I actively facilitating the discussion toward the meeting goal/purpose?

Stick to the agenda

Am I steering off-topic conversations back on track?

Run an inclusive meeting

Am I giving everyone a chance to participate equally?

AFTER THE MEETING

Send highlights, action items & recordings

Does everyone have the information they need to take action?

Gather feedback/contributions

Did I hear from those who weren't at the meeting or didn't say much?

Evaluate & improve your meeting experience

Was my meeting effective, efficient, and useful?

Read "Simple Tips for Happier, More Productive Meetings" on the Zoom blog for even more ideas. Happy meeting!

blog.zoom.us/mindful-meeting-tips

