

Meeting Makeovers: AUDITING

Meetings are important – they facilitate discussion, allow you to share information, offer an opportunity to inspire passion and commitment, create space for shared visioning and planning. And, it’s important to audit them on a regular basis to make sure that you’re getting the most out of them.

To do this, think about these three important aspects:

THE RIGHT REASON at THE RIGHT TIME with THE RIGHT PEOPLE

In the chart below, list the meetings you regularly attend and then fill in the other pieces about each meeting. If you don’t know the purpose for the meeting, it might be helpful to clarify that for yourself and for others. This should help you to determine if the meetings you’re having are the correct ones.

Meeting Title	Right Reason (Purpose)	Right Time (When/Length)	Right People