**EFFECTIVE MEETINGS CHECKLIST**

* Was this meeting necessary?
* Discussions were relevant to everyone.
* Manageable number of people.
* Meeting type was mentioned (information giving, information gathering, problem solving or decision making).
* Agenda distributed beforehand (1/2 time between regular meetings)
* Time frames were indicated on the agenda (length of meeting, length of items).
* Agenda distributed with enough time for item preparation.
* Meeting structured effectively (first third easy items, most difficult item in second third, final third for FDO items)
* Food rules followed (coffee, water, soft drinks OK; no beer or wine; no food during).
* Temporal integrity maintained (started on time, stuck to item timing, ended on time).
* Leader assigned roles (note taker, time keeper, facilitator if needed).
* Leader facilitated.
* Leader clarified.
* Leader summarized regularly.
* Leader was objective and impartial.
* Leader got closure on all items.
* Leader discouraged chitchat, side conversations, horsing around.
* Leader used Bezos Rule (empty chair representing customer).
* Leader summarized.
* Leader specified next steps.
* Leader followed up (listed next steps, tasks, assignments, deliverables and deadlines).