

# YOUR business matters

Inspiration to perform outside your limits . . .

Next time you run or attend a meeting at work, why not ask these questions to participants and get their opinion on how that meeting went and how it could be improved?

- *How clear were the objectives?*
- *How well did the group plan?*
- *How well did the group manage time?*
- *How well were priorities set?*
- *How well did people listen and understand?*
- *How well were conflicts and disagreements handled?*
- *How much responsibility did everyone take for the successful running of the meeting?*
- *How committed were you to the decision taken?*
- *How clear are you of what actions were agreed and who is to do them?*
- *What needs to happen to make the group more effective next time?*



# EFFECTIVE MEETINGS

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