

ASSESSING YOUR MEETINGS

SELF-TEST

Read each question and choose a score from 1-5.

1 = Never

2 = Seldom

3 = Sometimes

4 = Often

5 = Always

Check your results at the end of the worksheet.

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- _____ 1. Our meetings always start on time - no waiting for stragglers
- _____ 2. Our meetings have an end time, and don't go past it
- _____ 3. Meeting agendas are the norm for us
- _____ 4. We don't include participants just to 'make them feel included'
- _____ 5. Participants can leave the meeting once topics no longer involve them
- _____ 6. We keep rabbit trails to a minimum
- _____ 7. We occasionally include silent reading/reflection time in our meetings
- _____ 8. We begin longer meetings by reminding participants why the meeting is important
- _____ 9. The meeting leader never does most of the talking
- _____ 10. Everyone has a chance to participate
- _____ 11. Quieter people are asked to share their thoughts
- _____ 12. We don't assess blame or shame; we fix problems and move on
- _____ 13. Conversation dominators are kept under control
- _____ 14. We always begin meetings with a personal question to find out where people are at
- _____ 15. Cell phones are prohibited during meetings
- _____ 16. At the end of the meeting, we summarize our action steps - who is doing what by when
- _____ 17. Disagreement is always encouraged at our meetings
- _____ 18. Our organization takes a very strategic approach to a meetings and communication strategy
- _____ 19. I would rate our meetings as very effective and efficient
- _____ 20. We leave our meetings feeling fired up
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Total: _____

80 – 100

Meetings are an area of strength in your organization. Build on this foundation of strength to be the best in your industry!

50 - 79

Your meetings aren't terrible, but they aren't great either. Ask the team how they can be 'even better if'!

20 – 49

Your meetings need immediate attention. Work on improving your lowest scores first and see them improve!