

Quick Meeting Planning and Facilitation Assessment

For each question, score yourself using the following scale:

- 1 = Never
- 2 = Rarely
- 3 = Sometimes
- 4 = Often
- 5 = Always

	Your Score 1 - 5
1. When I plan a meeting I start by thinking through the outcomes that are important, "what will be different because we met?"	
2. Before establishing a meeting agenda I understand what other meeting participants think is important to accomplish.	
3. When I plan a meeting I take the time to think through each individual segment of work (the agenda items), who needs to participate in which ways, what time each item might take, and how to facilitate each conversation.	
4. I create a logical flow and put things in an order that allows agenda items to build on each other.	
5. In the meetings I lead we complete all the agenda items.	
6. Participants understand and complete the pre-work needed for the meeting to be effective.	
7. When we start our meetings everyone understands why we're there and what we need to accomplish; participants are aligned.	
8. For each agenda item we clarify why it's on the agenda, what we need to accomplish, and how we will do that.	
9. Each participant in the meeting understands their role for each agenda item.	
10. When we need to make a decision, we take the time to clarify the issues, hear each other, and develop options that arise from listening before making a decision.	
11. When making a decision, meeting participants understand their role and how the decision will be made.	
12. At the end of the meeting, before running out of the room, we review what we did, the next steps, and if/when we plan to meet again.	

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