1/4-PAGE MEETING PLANNER

Early in my career, my boss scolded me for not having questions ready for a big meeting. He said, “If you think you have all the answers at the start of the meeting, what’s the point of meeting?” Good questions bring out the best ideas from everyone. – Derrick Van Mell, CEO, CMTP

Be the meeting hero
Abraham Lincoln said if he was going to meet someone for an hour, he’d spend three hours preparing. Thanks, Abe, but who’s got the time? The 1/4-Page Meeting Planner will quickly earn you the reputation of always asking the critical question. And asking great questions is what it means to be servant leader and trusted advisor.

Benefits: Focus everyone’s time
The Center’s tools are used with The GMs Index to minimize omissions, improve communications and foster collaboration. In addition, the 1/4-Page Meeting Planner:

- Turns meetings into collaborations for solutions, not competitions for positions
- Radically cuts preparation time
- One good question can eliminate the need to meet again

Difficulty: Easy
Estimated time required: 15 minutes, tops
Special skills: None

Instructions: It’s all about the questions
Get the PDF at the top of The GMs Toolkit page. Review the last meeting’s notes, research the issues and think about the people.

1. Scan The GM’s Index at www.theindex.net for 3 terms relevant to the meeting
2. Borrow or improve on the 3 Good Questions provided in each term
3. Fit the topic description in the space provided (it forces you to be focused)
4. Take good notes and then record them in your CRM
5. Be prepared for people asking you to show off the Planner!

Members can of course contact the Center for assistance: info@theindex.net

Make it better!
Members should share ideas for improving any of the Center’s tools and how they’re taught and formatted. It’s also great to suggest new applications or brand-new tools.