

# Meeting Perfection Tool Instructions:

## Option 1:

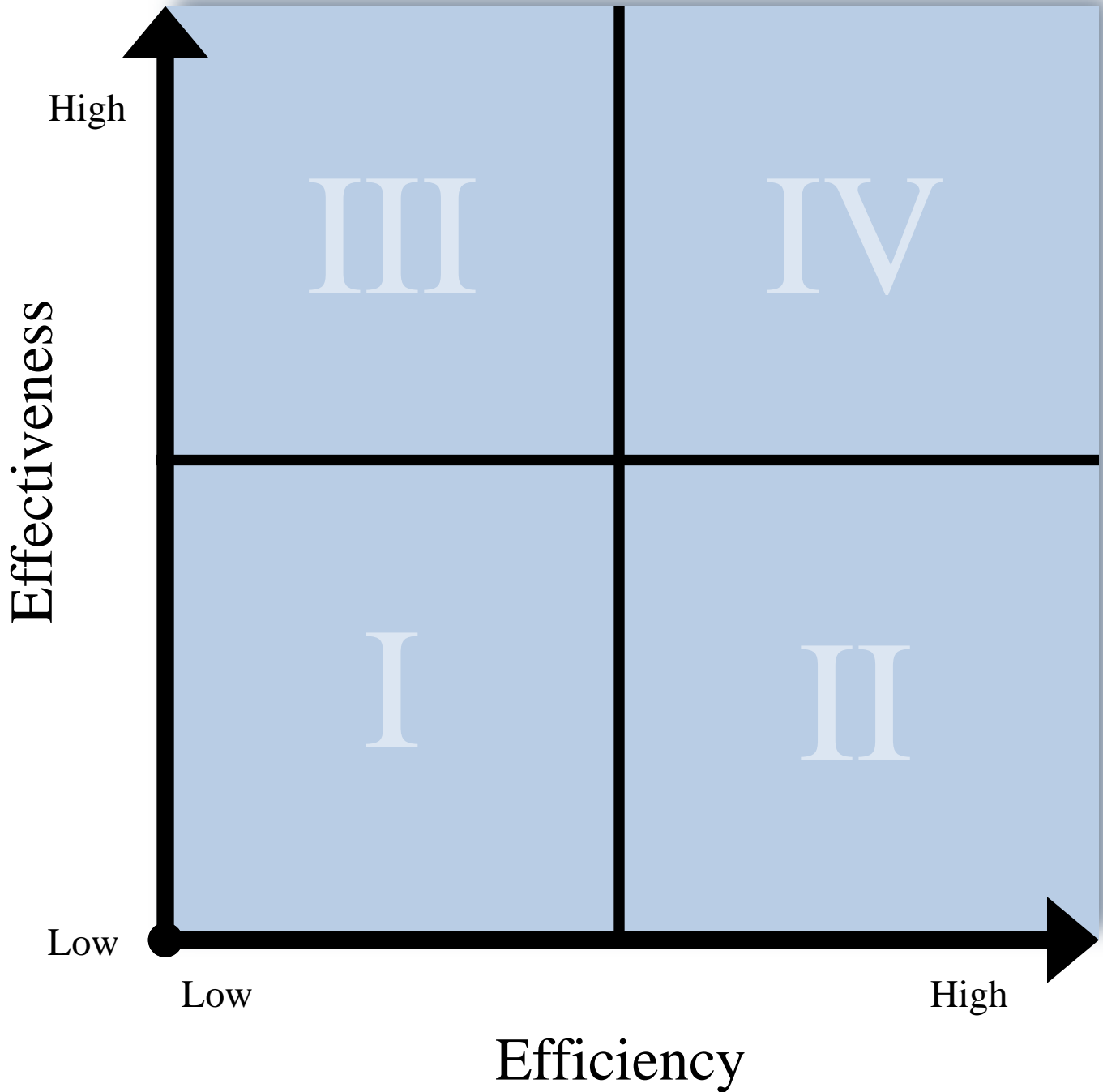
1. Add the end of your meeting, reserve just a few short minutes and get feedback from participants.
2. Ask meeting participants to write their initials anywhere on the grid representing their feeling about the meeting , rating
  - the effectiveness of the meeting specifically around meeting content, relevance and importance and,
  - the efficiency of the meeting, specifically looking at, was the appropriate time spent discussing meeting topics and did the meeting start and end on time?
3. Once everyone has an opportunity to place their initials on the chart, each participant can take a minute to explain why they have rated the meeting this way.
4. When specific feedback is shared by each participant as to why they rated the meeting in any of the four quadrants, it creates stronger accountability for meeting protocol and helps meeting participant strive to do better at each and every meeting.

## Option 2:

1. Provide the grid on a piece of paper and attach a copy of the grid to the meeting agenda, allowing participants to rate the meeting experience more anonymously.
2. Include the following two questions to the bottom of the grid
  - a) What worked well today?
  - b) What didn't work well today?
3. Completed papers are handed into the meeting owner for review.
4. This approach can provide the desired feedback without increasing meeting time by not holding a meeting debrief.

Watch this video for more on the [Meeting Perfection Tool](#).

# Meeting Perfection Tool



1. What worked well today?
2. What didn't work well today?