

Proceed Template

(Experiment 11 – Pg 111 of The 25-Minute Meeting book)

At the next few meetings you attend where you are a participant rather than the organiser, pay attention to how well, or not, agreements, actions and follow-up are done.

If it is not being done, take up the role of facilitator and ask:

- What are the actions today?
- When are they due?
- What do we believe the next steps are?

Capture them in your phone, handwritten notes, or on a whiteboard. Distribute them immediately after the meeting.

For your meetings, use this template to capture the deliverables from the meeting.

Who	What	When	Where	Why