

# Pre-meeting Planner



What do I want to achieve from the meeting, where are we today, what's the plan?...

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|---|--|
| <b>Goal(s)</b><br><i>Objective of the meeting</i>     |  |
| <b>Reality (of today)</b><br><i>What do we know</i>   |  |
| <b>Opportunities</b><br><i>What might be possible</i> |  |
| <b>Way forward</b><br><i>Developing the plan</i>      |  |

Developing an effective meeting blueprint

