



Meeting Efficiency -

Meeting Name: _____ Date: ____/____/____

Leader/Team: _____

Next Meeting Scheduled: **Y/N** If Yes, Date: ____/____/____ Time: _____ **AM/PM**

Location: _____

Did Meeting Start on Time? **Y/N** If No, Why _____

Did Meeting End on Time? **Y/N** If No, Why _____

Was I on Time? **Y/N** If No, Why _____

Please circle the number in each of the five Efficiency Meeting categories that reflect your rating of this meeting, as to both yourself and the team:

Preparation done and prior agreements kept? Myself: 1 2 3 4 5 Team: 1 2 3 4 5

1 =No Preparation 5=Totally Prepared

Ground rules established and followed? Myself: 1 2 3 4 5 Team: 1 2 3 4 5

1= Rules Ignored 5=Each Person followed rules

Full participation? Myself: 1 2 3 4 5 Team: 1 2 3 4 5

1=A few dominated, there were interruptions & side conversations 5=Everyone contributed, lots of good ideas were discussed, people listened and built upon the conversation

Needed decisions & agreements were reached? Myself: 1 2 3 4 5 Team: 1 2 3 4 5

1=No agreements were reached 5=Agreements were reached

Meeting was valuable? For Me: 1 2 3 4 5 Team: 1 2 3 4 5

1= No value, not relevant 2= Time well spent, made a difference

Review yourself and set a goal to improve in one area for the next meeting:
