

# Meeting Planner

## Needs Improvement

- \_\_\_\_\_ Regular posted schedule of time, location and purpose
- \_\_\_\_\_ Preparation in place before start time
- \_\_\_\_\_ Include total team
- \_\_\_\_\_ Start on time; end on time; carry items forward
- \_\_\_\_\_ Short duration - prioritize and arrange items to fit
- \_\_\_\_\_ Notation of attendance and participation
- \_\_\_\_\_ Standing agenda items; personal information and recognition, customer-service stories, review ads and marketing pieces.
- \_\_\_\_\_ Rotate responsibility to conduct
- \_\_\_\_\_ Rotate responsibility for training spotlight
- \_\_\_\_\_ Periodically combine with an activity or demonstration (walk property, leasing or maintenance demonstration, shop comparable properties)
- \_\_\_\_\_ Promote open discussion on specific topics
- \_\_\_\_\_ Periodically invite outside guests
- \_\_\_\_\_ Utilize to promote incentives and/or contests
- \_\_\_\_\_ Regularly evaluate meeting effectiveness, group dynamics and individual participation

