Mindful Meetings Checklist

Follow these simple steps for happier, more productive meetings.

FIRST ASK YOURSELF: ‘IS THIS MEETING NECESSARY?’

Only call a meeting if:

- You have a clear purpose/goal
- Collaboration and open discussion are essential to achieving your goals
- You need to discuss complex or sensitive information

If you answered ‘no,’ stop! Use email, instant messaging, or a quick phone call instead.

BEFORE THE MEETING

☐ Check your invite list
   Is everyone there for a reason?

☐ Create and share an agenda
   Am I giving people what they need to come prepared?

☐ Schedule the appropriate amount of time
   Is my meeting the right length? Can it be shorter?

☐ Get in the right mindset
   Am I prepared, focused, and ready to be an engaged host/participant?
DURING THE MEETING

☐ Start with small talk
   Did I greet everyone and set a positive tone for the meeting?

☐ Encourage participation
   Am I actively facilitating the discussion toward the meeting goal/purpose?

☐ Stick to the agenda
   Am I steering off-topic conversations back on track?

☐ Run an inclusive meeting
   Am I giving everyone a chance to participate equally?

AFTER THE MEETING

☐ Send highlights, action items & recordings
   Does everyone have the information they need to take action?

☐ Gather feedback/contributions
   Did I hear from those who weren't at the meeting or didn't say much?

☐ Evaluate & improve your meeting experience
   Was my meeting effective, efficient, and useful?

Read “Simple Tips for Happier, More Productive Meetings” on the Zoom blog for even more ideas. Happy meeting!

blog.zoom.us/mindful-meeting-tips