

Meeting Reflection Exercise

The purpose of this exercise is to gain a better understanding of the current state of your meetings and key interactions. The exercise is best done immediately after, or as close as possible to, the end of the engagement to allow for a fresh and accurate reflection of key meeting components and your thoughts and feelings.

Capture in your tool of choice - Word, Google Docs, Excel, OneNote, etc. The exercise is most effective if done over a minimum of two weeks to capture a variety of interactions.

Be sure to create a separate log for each meeting and interaction.

After each meeting with a Key Client, Partner, or your Team capture the following information:

- Date, time, purpose, duration, location, and list of all attendees of the meeting.
- What information was shared before the meeting? By whom? How delivered?
- How was the information positioned? (Wording used when delivered)
- What was the key feedback provided by attendees? What key comments do you recall?
- What key next steps and takeaways were formalized during the meeting?
- How did you feel about meeting? What specifically went well? What didn't go well?
- What gave you confidence? What are you most proud of?
- What is one thing you will do differently next time to increase your impact & effectiveness?
- Rate your view of the value of the meeting to - You, Client/Partner. Your team? (1 low/10 high)
- Related to your rating of the meeting, how do you know?

After each key meeting with your MANAGER capture the following information:

- Date, time, purpose, duration, and location of the meeting.
- What information was shared before the meeting? By whom?
- When and how was any information positioned and shared?
- Reflect on questions your manager asked, and comments they made. What were the key:
 - Types of information requested, and questions asked.
 - Topics and questions you struggled with or didn't know the answer.
 - Types of feedback provided on your impact or approach.
- What feedback and comments did you receive from your manager?
- What next steps and takeaways were formalized during the meeting?
- How did you feel about meeting? What specifically went well? What didn't go well?
- What gave you confidence? What are you most proud of?
- What is one thing you will do differently next time to increase your impact & effectiveness?
- Rate your view of the value of the meeting to you and your manager. (1 low /10 high)
- Related to your rating of the meeting, how do you know?

After a few meetings in each category review your notes and look for trends, common points, progress made, or common issues and challenges that need to be addressed.