

Meeting Reflection Exercise

This exercise will help you evaluate the quality and effectiveness of your meetings. By reflecting on interactions, you'll gain insights into what worked, what could improve, and how to maximize your impact.

Instructions:

- Complete the exercise as soon after the meeting as possible while the details are fresh in your mind.
- Keep a separate log for each meeting using your preferred tool (Word, Google Docs, Excel, etc.).
- Commit to doing this for at least **two weeks** to identify patterns and areas for growth.
- Be honest in your reflections and use your insights to refine your approach in future interactions.

After Each CLIENT or PARTNER Meeting Reflect on the Following:

✓ Meeting Details & Pre-Meeting Preparation

- Date, time, purpose, duration, and location. Who attended?
- What key information was shared beforehand? By whom?
- How was it positioned (tone, wording, delivery method)?

✓ Engagement & Feedback:

- How did the client/partner react? What feedback did they give?
- What input did your manager or other colleagues provide?
- What follow-up actions or decisions resulted from the meeting?

✓ Personal Reflection:

- What went particularly well, and why?
- What didn't go as expected, and what could have been done differently?
- What moments gave you confidence? What are you most proud of?
- What is one specific thing you will improve next time to increase your impact and effectiveness?

✓ Overall Meeting Value:

- Rate the value of this meeting (1-10) from your perspective.
- How do you think the client/partner would rate it?

After Each Meeting with Your MANAGER Reflect on the Following:

✓ Meeting Details & Pre-Meeting Preparation:

- Date, time, purpose, duration, and location.
- What information was shared beforehand? By whom? How was it positioned and communicated?

✓ Manager's Focus, Questions & Feedback:

- What key topics and questions did your manager ask?
- What information did they focus on? Were there any questions you struggled with?
- What feedback did your manager provide?

✓ Personal Reflection:

- What went particularly well, and why?
- What didn't go as expected, and how could you improve next time?
- What gave you confidence? What are you most proud of?
- What is one key change you will implement in your next meeting to improve your effectiveness?

✓ Overall Meeting Value:

- Rate the value of this meeting (1-10) from your perspective.
- How do you think your manager would rate it?