



The Perfect Power Meeting Checklist

As you begin planning for your meetings at NEMRA19, please consider using the following tool to help you run a high-impact meeting.

✓ PREPARATION

- ☐ *PLAN*- Determine your objective for each meeting you have
- ☐ *SUCCESS*- Outline what a successful meeting looks like
- ☐ *AGENDA*- Prepare written agenda and discuss/send to manufacturers in advance
- ☐ *3 CLEAR POINTS*- Stay focused on 3 main points and be ready to speak to each
- ☐ *BRAND*- Presentation materials should express YOUR brand and look professional
- ☐ *CONFIRM*- Confirm purpose, time, and location via email the day before

✓ EXECUTION

- ☐ *OPEN*- Open meeting crisply by stating the purpose, benefit, check
- ☐ *NOTES*- Assign a colleague to take notes on key points and actions needed
- ☐ *IMPACT*- Ask impact questions where they can contribute to your conversation
- ☐ *PIVOT*- Pivot smoothly between main subjects when meeting content drifts off course
- ☐ *BOLDNESS*- State your message clearly...take charge and run the meeting
- ☐ *PRESENCE*- Use body language, humor, repetition to project confidence
- ☐ *CLOSE*- Close the meeting strongly using 5 elements; summarize, action items with responsibilities, check to determine if meeting was successful, schedule next meeting or conference call (if appropriate), and say thank you

✓ FOLLOW UP

- ☐ *EMAIL*-Immediately following the conference, send an email summarizing the action items recorded by the designated note taker

*** Adapted with permission from material developed by Craig Wortmann at Northwestern/Kellogg*