



Meeting Planning Worksheet

Use this worksheet to plan your next meeting and WOW!



Why are you calling the meeting?



Outcomes from having the meeting?



What will be covered in the meeting? **What** do you need from attendees?

Clear Subject Line For Meeting: _____

Attendees

Who **REALLY** Needs To Be There

Meeting Details

Meeting Length: _____

Meeting Date: _____

Meeting Time: _____

Meeting Prep To Dos