

Cole Consulting's Effective Meeting Assessment Survey

On a scale of 1-10 (10 being all of the time, 5 = Sometimes and 1 = Never) rate yourselves on these basic forms of effective meeting practice. As you rate yourselves, pay attention to the term "We all" and adjust your rating accordingly. If even one person feels disconnected, you don't deserve a 10.

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| 1. We distribute an Agenda at least 24 hours before the start of each meeting. | 1---2---3---4---5---6---7---8---9---10 |
| 2. The Agenda includes Rolling Agenda Items, such as Action Items Review, Review of Decisions Made, Meeting Role Assignments, etc. | 1---2---3---4---5---6---7---8---9---10 |
| 3. We have differentiated Meeting Roles, including Meeting Chair (or lead) Facilitator, Scribe (and/or Notetaker), Time Keeper, etc. | 1---2---3---4---5---6---7---8---9---10 |
| 4. We have metrics in place to review, rate, and revise (if necessary) our meeting effectiveness. | 1---2---3---4---5---6---7---8---9---10 |
| 5. We make a point of checking in and socializing to start off our meetings. | 1---2---3---4---5---6---7---8---9---10 |
| 6. We all leave the meeting with a clear understanding of what was accomplished. | 1---2---3---4---5---6---7---8---9---10 |
| 7. We all leave the meeting with a clear understanding of what still needs to get done. | 1---2---3---4---5---6---7---8---9---10 |
| 8. We periodically assess whether to revise the meeting format and/or participants. | 1---2---3---4---5---6---7---8---9---10 |
| 9. We periodically assess whether to discontinue the meetings altogether. | 1---2---3---4---5---6---7---8---9---10 |
| 10. We all leave the meetings feeling better than we did before entering the meeting. | 1---2---3---4---5---6---7---8---9---10 |

Total your score. If you scored between 85-100, you rock! You may want to consider mentoring other teams. If you scored between 65-85, get to work, you're on your way to better meetings. If you scored below 65, maybe you could use some help? Get help. Don't wait. Life's too short. It'll be worth it, I promise. For tips and tools on improving your meetings, check out our [Resource page](#) here.