

Appendix E: How Effective Are My Meetings?

A Self-Assessment for Group Leaders

Instructions: Assess yourself honestly so you can identify where you may have an opportunity to improve the effectiveness of your meetings. We've structured this around the three pillars of effective meetings (Organization/Planning, Time Management, and Engagement) to help you look for patterns so you can address your greatest opportunity. After completing this assessment, review your results and choose ONE thing you can work on that will impact your meetings.

ORGANIZATION & PLANNING

	Never					Always				
I thoroughly plan my meetings in advance.	1	2	3	4	5	1	2	3	4	5
I send a meeting agenda in advance so people know what to expect.	1	2	3	4	5	1	2	3	4	5
I enlist help from my EC in planning our group meetings.	1	2	3	4	5	1	2	3	4	5
We take a hands-on approach to preparing speakers/presenters.	1	2	3	4	5	1	2	3	4	5

TIME MANAGEMENT

	Never					Always				
People are succinct with their introductions.	1	2	3	4	5	1	2	3	4	5
Testimonials are concise and engaging.	1	2	3	4	5	1	2	3	4	5
We start on time and wrap promptly.	1	2	3	4	5	1	2	3	4	5
I know how many testimonials we have heading into each meeting.	1	2	3	4	5	1	2	3	4	5
I'm confident stepping in as needed to keep things moving.	1	2	3	4	5	1	2	3	4	5

ENGAGEMENT

	Never					Always				
The meeting format varies each month.	1	2	3	4	5	1	2	3	4	5
We experiment with different tools/technologies/activities to drive engagement.	1	2	3	4	5	1	2	3	4	5
Everyone's voice is heard at some point during the meeting.	1	2	3	4	5	1	2	3	4	5
I hear positive feedback from members on activities on or after the meeting.	1	2	3	4	5	1	2	3	4	5
I let other people handle the technology so I can be fully present.	1	2	3	4	5	1	2	3	4	5
I notice when people have disengaged and am able to bring them back.	1	2	3	4	5	1	2	3	4	5

