

## Checklist #8: Reviewing the Meeting

Here are some questions to ask yourself after a meeting for action. Answering them should help you to assess your own learning from each meeting and prepare for the next one.

1. **What was the outcome?**
2. **What was the final understanding of the choices or possibilities? How did this shift as a result of the meeting?**
3. **What form did the resistance take?**
4. **How did you respond to the resistance?**
  - Take it personally?
  - Give more explanation and data?
  - Seek underlying concerns about control and vulnerability?
5. **Did you get stuck at any point?**
6. **What nonverbal messages did you notice?**
7. **What connections can you make between the way the meeting was managed and the way the technical or business problem is being managed?**
8. **What effect on your relationship with the client did this meeting have?**