

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?**