

## CHECKLIST – BEFORE THE MEETING

- Why** do we need a meeting – should it be held at all?
- Are you the one who will be leading the meeting? If not, **who**?
- Invite with a clear **purpose and goal** for the meeting. Purpose = WHY. Goal = WHAT
- Are you inviting **the right participants**?
- Keep the agenda short and inform about what kind of meeting it is
- Are **the expectations** of the participants clear?
- Feel free to invite with **video**!
- If necessary, divide the agenda into **Information**, **Discussion** or **Decision** points.
- Add the item "**Other matters**" first or delete it completely.
- Is **the room** correctly adapted to the desired result?
- Is it the appropriate **time** of day?
- Does the meeting need to be **that long**?
- Fuel up with **energy**, water, fruits, nuts...
- What **technology** is needed, and does it work?
- Prepare** that everything is in place, so that people don't have to run and get things
- Respond to and thank for meeting invitations immediately and ask for purpose and goals if they are missing

In the Brain-Friendly Meetings online course, you will get a more comprehensive checklist to use BEFORE the meeting. The course is currently only available in Swedish.

## CHECKLIST – DURING THE MEETING

- Always start **on time**
- Review **the purpose** and **goal** from the invitation and other practical information
- If necessary, draw up or remind you of **the rules of engagement**
- Check-in
- Vary **pedagogical activities**
- Take **time outs** and check the benefits of what you are doing. Are you on the right track?
- Make a **checkout**

In the Brain-Friendly Meetings online course, you will get a more comprehensive checklist to use DURING the meeting. The course is currently only available in Swedish.

## CHECKLIST – AFTER THE MEETING

- Use **memos** or **task lists**
- Avoid the "Bermuda Triangle" to prevent any tasks from being overlooked or forgotten. Ensure that at the end of each meeting, every participant explicitly states any tasks they will undertake before the next meeting
- What did we do well?
- What do we need to adjust?
- Create "split time" for the next meeting

In the online course Brain-friendly meetings, you will get a more comprehensive checklist to use AFTER the meeting. The course is currently only available in Swedish.