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## **Critical Meetings Worksheet**

Outstanding communicators take nothing for granted when they prepare for an important meeting. This worksheet is designed to assist you in addressing key issues prior to high-stakes meetings. By taking a few minutes to complete the worksheet you will insure that you achieve your meeting objectives.

**Overall objective of meeting:**

**Attendees:**

**Your main objective for the meeting:**

**Key areas where you can add value to the meeting:**

**What documents, files, handouts, charts, etc. do you need to bring to this meeting?**

## Critical Meeting Worksheet (cont.)

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**Personal vulnerability or negative habit to avoid:**

**Pet peeve of meeting leader to avoid:** (interrupting others, not being concise with comments, using subjective evidence to prove a point)

**Who is your strongest ally in this meeting?**

**Strongest adversary? What works best in dealing with this individual?**

**Key point that you want to make in this meeting:**

**Evidence to back-up this point:**

**Worse case scenario: (What is the worst possible thing that could happen in this meeting?) What will you do if this occurs?**