



The Outcome-Focused Meeting Reset

A practical guide to help meetings move work forward

Meetings should help people make decisions, clarify responsibilities and move work forward. When outcomes and next steps are not clearly confirmed, people spend more time following up and revisiting the same conversations.

	Ask Yourself	Why It Matters
Before the Meeting	☐ What needs to be decided or clarified today? ☐ What will be different when this meeting ends? ☐ Does this require a meeting, or could it be handled in writing?	<i>If the outcome isn't clear, pause before proceeding.</i>
During the Meeting	☐ Are we discussing or deciding? ☐ What are we deciding here? ☐ Have we heard from everyone, including remote participants, before a direction starts to form?	<i>If discussion keeps growing without leading to a decision, momentum stalls.</i>
At the End of the Meeting	☐ What did we decide? ☐ Who owns the next step? ☐ When will we review progress?	<i>If the answers are not stated clearly, the same work will return later.</i>

Create Better Meeting Outcomes

Explore practical courses to help you plan focused meetings, encourage participation, and turn discussion into clear decisions, ownership, and action.