

The Outcome-Focused Meeting Reset

A practical guide to help meetings move work forward



Meetings are meant to reduce uncertainty and move work forward. When outcomes and next steps aren't clearly confirmed, conversations return and progress slows. Use this checklist to create clarity before, during, and at the end of your next meeting.

	Ask Yourself	Why It Matters
Before the Meeting Starts	<ul style="list-style-type: none"><input type="checkbox"/> What needs to be decided or clarified today?<input type="checkbox"/> What will be different when this meeting ends?<input type="checkbox"/> 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	<ul style="list-style-type: none"><input type="checkbox"/> Are we discussing or deciding?<input type="checkbox"/> What are we deciding here?<input type="checkbox"/> Have we heard from everyone (ie: remote participants) before direction forms?	<i>If discussion keeps growing without leading to a decision, momentum stalls.</i>
Before the Meeting Ends	<ul style="list-style-type: none"><input type="checkbox"/> What did we decide?<input type="checkbox"/> Who owns the next step?<input type="checkbox"/> When will we review progress?	<i>If the answers are not stated clearly, the same work will return later.</i>

Strengthen How Meetings Create Clearer Outcomes

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