



Self-Assessment: Meeting Effectiveness

Meetings are an important tool you can use to achieve your mission. I've participated in good meetings. If you want to participate in good meetings more often, answer this question: What makes a good meeting good? Good meetings are on **TARGET** in terms of **T**eam purpose, **A**ssessment, **R**esults, **G**uidelines, **E**ffective facilitation, and **T**ypes of meetings.

To get an idea of how you can make your meetings even more effective, complete the following assessment. Use the following scale:

4: Strongly Agree • 3: Agree • 2: Disagree • 1: Strongly Disagree

Team purpose

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| 4 | 3 | 2 | 1 | Our team's purpose is documented. |
| 4 | 3 | 2 | 1 | Our team's purpose targets mission achievement. |
| 4 | 3 | 2 | 1 | Our team's purpose is understood by each team member. |
| 4 | 3 | 2 | 1 | Our team's purpose statement is user-friendly. |
| 4 | 3 | 2 | 1 | Our team's purpose is used as the filter for what gets on the agenda. |

Assessment

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| 4 | 3 | 2 | 1 | We assess completion of assigned tasks. |
| 4 | 3 | 2 | 1 | We assess meeting effectiveness in terms of team purpose. |
| 4 | 3 | 2 | 1 | We assess meeting effectiveness in terms of achievement of targeted results. |
| 4 | 3 | 2 | 1 | We assess meeting effectiveness in terms of abiding by meeting guidelines. |
| 4 | 3 | 2 | 1 | We use assessment at each meeting. |
| 4 | 3 | 2 | 1 | Each team member is involved in assessment. |

Results

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| 4 | 3 | 2 | 1 | We identify results for a given meeting before the meeting. |
| 4 | 3 | 2 | 1 | We use the SMART goal format to list our targeted meetings results on our agenda. |
| 4 | 3 | 2 | 1 | Our targeted meeting results target mission achievement. |
| 4 | 3 | 2 | 1 | We achieve our targeted results at each meeting. |

Guidelines

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| 4 | 3 | 2 | 1 | We developed our meeting guidelines collaboratively. |
| 4 | 3 | 2 | 1 | Our guidelines define our desired team dynamics. |
| 4 | 3 | 2 | 1 | Our guidelines support the achievement of our team purpose and our mission. |
| 4 | 3 | 2 | 1 | Each team member abides by the guidelines. |

Effective facilitation

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| 4 | 3 | 2 | 1 | The facilitation focuses our team on achieving the team purpose. |
| 4 | 3 | 2 | 1 | The facilitation focuses our team on achieving the targeted results. |
| 4 | 3 | 2 | 1 | The facilitation focuses our team on abiding by the meeting guidelines. |

Types of meetings

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| 4 | 3 | 2 | 1 | Our team members understand that there are different types of meetings. |
| 4 | 3 | 2 | 1 | We use a schedule of different types of meetings to address tactics, strategy, and vision. |