

GOAL SETTING MEETING PLANNER

DATE: LOCATION:	PARTICIPANTS:	
MEETING TOPICS <input type="checkbox"/> Our Annual Goals <input type="checkbox"/> Our Team's Challenge <input type="checkbox"/> Goal Setting Terms <input type="checkbox"/> Explain the Worksheet <input type="checkbox"/> Facilitate Process <input type="checkbox"/> Review Meeting Results <input type="checkbox"/> Action Plan	MEETING TIPS <ul style="list-style-type: none"> · Plan · Prewrite needed · How much time · Responsible for actions · Send out agenda' · Set realistic time · Communicate required mtg items · Set clear time allotments · Start and end on time · My Desired Outcome 	
	Beginning of the Meeting <ul style="list-style-type: none"> · Start on time · Purpose · Define roles · Review agenda · Set time lines and ground rules 	Meeting Objective: <p>To obtain input from team and develop annual team/individual goals.</p>
	During the Meeting <ul style="list-style-type: none"> · Keep to the agenda · Use the "Parking Lot" · Write action items 	Meeting Topic Notes:
	End of the Meeting <ul style="list-style-type: none"> · Review action items: who, what, when · Set date and place of next meeting · Close meeting by thanking all participants 	

