

# EVALUATING YOUR MEETING PROBLEMS TOOL

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## **Directions**

Review the statements below. Rank these in order of how they *best describe* the meetings you now attend. *Rank* them in the right column as 1 = most descriptive, 2 = next most, and 3 = next most, all the way to 10 = least descriptive. Please rank using all ten numbers:

<b>Ten Attributes</b>	<i>Rank</i>
1. The meeting starts late without all the right people	_____
2. The agenda is not posted, often not followed, and the meeting loses focus	_____
3. Time is not managed well. Less important concerns continually distract from more important issues.	_____
4. The meeting process is slow and disorganized. Little attention is paid to improving it.	_____
5. Meetings lack contextual structure and randomly focus discussions about everything occur	_____
6. The same things come up again and again. There is little or no group memory (i.e., minutes)	_____
7. Actions are not clearly assigned. There is not adequate follow up on actions from prior meetings	_____
8. The Leader is overloaded and has difficulty managing all the dynamics of the meeting.	_____
9. Different types of meetings are folded into one in a false attempt to save time	_____
10. The meeting runs late. There is a flurry of activity at the end of the meeting making it difficult to get closure on issues and actions.	_____

After you complete this, be prepared to share it with the group.