



8: Meetings

W o r k s h e e t s

For the next meeting you will be LEADING, note how you can implement the Ready-Set-Go-Next Model for success:

READY (objective, agenda, time/place, invitations)

SET (alignment, personalities, pre-read, prepare/practice)

GO (inclusive atmosphere, concise)

NEXT (follow up)

For the next meeting you will be PARTICIPATING IN, note how you can implement the Ready-Set-Go-Next Model for success:

READY (invitations, agenda/pre-read)

SET (present early, observe room)

GO (participate, team player)

NEXT (action items, planner)