

# 03.

## STEPS TO BETTER AGENDAS

### 01.

Turn broad general topics into specific issues that deserve participants' attention at this point in time.

**Inquire, probe and diagnose** the subject until you can articulate the issue.

### 02.

Make sure every agenda item includes a verb, an action word that tells people the sort of meeting that you intend to have.

**Articulate** what's required so you can direct the meeting and re-direct it, if necessary.

### 03.

Actively check both during and at the end of the meeting: have we moved this issue forward?

**Inquire** to check that people feel the meeting has been a good use of time; encourage them to **challenge**, if it needs to be re-focused.