



How To Drive

Better

Meetings

in 3 steps...



Step #1:

**Start on time – end
on time!**

There are only 24hrs in the day,
and everyone is busy. Be respectful
of other people's time and ensure
you start and end your meetings
as scheduled!



Step #2:

Stick to the agenda

Remember you are having a meeting to achieve your goals. Use your agenda as your guiding light to deliver your message and build credibility



Step #3:

Make meetings more inclusive

Assign roles to people, ask thoughtful questions, tell them a story that they can relate to, so they remain engaged and get their creative juices flowing!



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