



# How To Follow Up After Your Meetings

in 3 steps...



Step #1:

# Keep and distribute meeting notes

So simple, yet so often overlooked. Ever been to a meeting where you forgot what you spoke about? You're not alone. Ensure you take notes and distribute them straight after your meeting.



Step #2:

# Assign deliverables and set deadlines

Getting clear commitments is critical to ensure productivity continues after your meeting ends. Continue to drive momentum, by assigning follow up tasks to their respective owners and setting deadlines.



Step #3:

# Follow up and follow through

Don't be 'that guy' that over promises and under delivers.

Maintain your credibility and deliver what was committed. Follow up often with everyone who owns an action item. Being reliable and trustworthy, enhances your personal and company brand!



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