



How To Plan for Better Meetings in 3 steps...



Step #1:

Know what you want to achieve by setting goals

Clarifying the purpose of your meeting is the most important step, and this will drive all other elements of your preparation.



Step #2:

Ensure you have a clear agenda

The number 1 rule for any meeting is to ensure that your agenda aligns with your meeting goals



Step #3:

Invite the right people

Don't invite Louise from Marketing unless she can add real value to the conversation and help you achieve your goals



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