

Successful Meeting Planning Sheet

For successful school, medical, and agency meetings -- *form by Upward Communication*

Meeting Name and Agency: _____

Meeting Attendees and Titles: _____

Meeting Date: _____ Time: _____ Location: _____

❖ What I need to ***do before*** the meeting:

- ☐ _____
- ☐ _____
- ☐ _____

❖ What (and whom) I need to ***bring to*** the meeting:

- ☐ _____
- ☐ _____
- ☐ _____

❖ What I need to ***say at*** the meeting:

- ☐ _____
- ☐ _____
- ☐ _____

❖ What I need to ***learn at*** the meeting:

- ☐ _____
- ☐ _____
- ☐ _____

❖ What I need to ***do after*** the meeting (my "next steps"):

- ☐ _____
- ☐ _____
- ☐ _____

Other Notes and Reminders:

for parent workshops and coaching, e-mail Mike Zizzi at upward@peakpeak.com

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