

MEETING PLAN – A WINNING PROCESS

MEETING AGENDA _____ **DATE** _____

WHAT ARE THE THREE GOALS OF THIS MEETING?

1. _____
2. _____
3. _____

WHAT THREE OBJECTIONS DO I ANTICIPATE?

1. _____
2. _____
3. _____

WHAT ARE THE THREE QUESTIONS I DO NOT WANT TO BE ASKED?

1. _____
2. _____
3. _____

WHAT ARE THE THREE BEST QUESTIONS I CAN ASK?

1. _____
2. _____
3. _____

QUALIFYING SCORE?

CULTURE	[]
COMPETITION	[]
MONEY	[]
AUTHORITY	[]
GOALS	[]
NEEDS	[]
ENCOURAGE OBJECTIONS	[]
TIMESCALES	[]
SIZE	[]
SOLUTION	[]

WHAT IS/ARE THE NEXT ACTION(S) AGREED WITH THE DECISION MAKER?

1. _____
2. _____

WHAT QUESTION WILL MOTIVATE THEM TO ACT?
