



# NEMRA22

MEET THE CHALLENGE.  
EXPECT MORE.

## The Perfect Power Meeting Checklist

As you begin planning for your meetings at NEMRA21, please consider using the following tool to help you run a high-impact meeting.

### ✓ PREPARATION

- PLAN- Determine your objective for each meeting you have
- SUCCESS- Outline what a successful meeting looks like
- AGENDA- Prepare written agenda and discuss/send to manufacturers in advance
- 3 CLEAR POINTS- Stay focused on 3 main points and be ready to speak to each
- BRAND- Presentation materials should express YOUR brand and look professional
- CONFIRM- Confirm purpose, time, and location via email the day before

### ✓ EXECUTION

- OPEN- Open meeting crisply by stating the purpose, benefit, check
- NOTES- Assign a colleague to take notes on key points and actions needed
- IMPACT- Ask impact questions where they can contribute to your conversation
- PIVOT- Pivot smoothly between main subjects when meeting content drifts off course
- BOLDNESS- State your message clearly...take charge and run the meeting
- PRESENCE- Use body language, humor, repetition to project confidence
- CLOSE- Close the meeting strongly using 5 elements; summarize, action items with responsibilities, check to determine if meeting was successful, schedule next meeting or conference call (if appropriate), and say thank you

### ✓ FOLLOW UP

- EMAIL – Immediately following the conference, send an email summarizing the action items recorded by the designated notetaker.

\* Adapted with permission from material developed by Craig Wortmann at Northwestern/Kellogg\*



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