The Perfect Power Meeting Checklist

As you begin planning for your meetings at NEMRA23, 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*

NEMRA®

National Electrical Manufacturers Representatives Association
1905 South New Market Street, Suite 257 • Carmel, IN 46032 • (317) 975-1999
www.nemra.org • nemra@nemra.org