

## Meetings Self Assessment

**Caution:** Though the content in this assessment can be helpful to the productivity of your group, the scoring guide on the next page shouldn't be taken too seriously!

Our meetings...

|  | Never<br>1 | Sometimes<br>2 | Often<br>3 | Always<br>4 |
|--|------------|----------------|------------|-------------|
| 1. Start on time.  | 1          | 2              | 3          | 4           |
| 2. Have written agendas.                                     | 1          | 2              | 3          | 4           |
| 3. Follow the agenda.  | 1          | 2              | 3          | 4           |
| 4. Have a clearly stated purpose and objectives.             | 1          | 2              | 3          | 4           |
| 5. Meet stated objectives.                                   | 1          | 2              | 3          | 4           |
| 6. Actively engage all participants.                         | 1          | 2              | 3          | 4           |
| 7. Are focused and stay on task.                             | 1          | 2              | 3          | 4           |
| 8. End on time.  | 1          | 2              | 3          | 4           |
| 9. Have ground rules.  | 1          | 2              | 3          | 4           |
| 10. Adhere to ground rules.                                  | 1          | 2              | 3          | 4           |
| 11. Include follow up documentation (meeting record).        | 1          | 2              | 3          | 4           |
| 12. Incorporate the use of visual and / or kinesthetic aids. | 1          | 2              | 3          | 4           |

## Scoring Guide

**Add up your answers. If your score is...**

- |                 |   |
|-----------------|---|
| <b>1 to 11</b>  | People may be whining about meetings...they should be.  |
| <b>12 to 24</b> | The good news is, improvement opportunities abound.   |
| <b>25 to 36</b> | Tweaks and adjustments are all you need to see meaningful improvement in time and productivity. |
| <b>37 to 48</b> | WOW! All you need now is to add treats!   |

Another meeting evaluation format (available as either a reproducible or download) can be found on page 309 of *The Handbook for SMART School Teams (Second Edition): Revitalizing Best Practices for Collaboration*.

