



SO YOU GOT A MEETING INVITE..



DOES IT SEEM WORTHWHILE?

HOW WOULD I KNOW, THERE'S **NO AGENDA!**

ASK FOR THE AGENDA



DID THEY PROVIDE IT?

NOPE. THIS MEETING IS JUST AN **EMPTY VESSEL**

DECLINE OR WAIT UNTIL AGENDA IS CLEAR

UGH, NO!

DECLINE

YUP.

I DON'T THINK SO

RECOMMEND WHO NEEDS TO BE THERE



DID THEY CHANGE THE INVITE LIST?

NOPE.

DECLINE OR DEFER UNTIL PARTICIPANTS ARE THERE

ROGER THAT

LOOKS INTERESTING

ARE THE **RIGHT PEOPLE INVOLVED?**

SEEMS LIKE THE **KEY PEOPLE**

IS IT SET UP FOR **SUCCESS?**

ALL GOOD. **PRIMER RIGHT LENGTH RIGHT FORUM**

WAIT!

ARE YOU SURE YOU'RE THE **RIGHT PERSON TO ATTEND?**

NOT SURE

ASK

- WHAT DO YOU NEED ME TO CONTRIBUTE?
- WHO ELSE WILL BE THERE?
- DO I HAVE THE AUTHORITY?

DECLINE AND RECOMMEND SOMEONE ELSE

DOES IT SEEM LIKE A **FIT?**

NOPE. I'M NOT THE PERSON FOR THE JOB

FITS LIKE A GLOVE

BUT IS IT A **PRIORITY RIGHT NOW?**

NOT REALLY

TRY TO:

- PRESS PAUSE AND DELAY THE MEETING?
- ATTEND FOR ONLY PART
- CONTRIBUTE YOUR IDEAS BEFORE OR IN WRITING

HIGH ON MY LIST

THIS MEETING IS THE **RIGHT INVESTMENT OF YOUR TIME.**

ACCEPT. PREPARE. ATTEND. CONTRIBUTE.