

Before a Difficult Meeting

Checklist

Prepare what to say, decide what is enough and plan how you will reset afterwards.

You do not need to control the whole meeting.

Focus on what you need to communicate, what outcome would be enough and how you will look after yourself.

MEETING: _____

DATE / TIME: _____

WHO IS INVOLVED: _____

1

Clarify the purpose

Decide what this meeting needs to achieve before you enter it.

- ☐ I know the main reason for the meeting.
- ☐ I know the key point I need to communicate.
- ☐ I have separated facts from assumptions.

2

Prepare what you need to say

Keep your message clear, factual and shorter than your anxious thoughts suggest.

- ☐ I have written my main point in one sentence.
- ☐ I have one or two examples or facts ready.
- ☐ I know what I will avoid saying when frustrated.

3

Choose an outcome that is enough

The meeting does not have to solve everything to be useful.

- ☐ I know my preferred outcome.
- ☐ I know the minimum useful outcome.
- ☐ I know what I may need to follow up afterwards.

During the meeting

- ☐ Slow down before replying
- ☐ Ask for clarification

My reset afterwards

- ☐ Take a short walk
- ☐ Write down next steps

What I want to remember: _____

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