To prepare for your meeting, start by working from right to left on The Work. Then, review the flow from left to right to ensure it makes sense. Finally, connect The People to The Work.

<table>
<thead>
<tr>
<th>The Work</th>
<th>The Meeting</th>
<th>Outputs</th>
<th>Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pre-work</strong></td>
<td><strong>Inputs</strong></td>
<td><strong>The Meeting</strong></td>
<td><strong>Outputs</strong></td>
</tr>
<tr>
<td>5. What pre-work would we need to complete in order to ensure we have the right inputs?</td>
<td>4. What information do we need in the meeting in order to answer our questions?</td>
<td>3. What questions do we need to ask in the meeting to ensure we deliver our desired outputs? Order questions based on the most logical learning flow. This will become your meeting agenda.</td>
<td>2. What specific results from the meeting will help us drive the outcomes?</td>
</tr>
</tbody>
</table>

To prepare for the meeting we need to:
A.
B.
C.
D.

To answer our questions we need:
A.
B.
C.
D.
E.

By the end of this meeting we will deliver:
1. 
2. 
3. 
4.

Everyone in the meeting will:
1. 
2. 
3. 
4.

- Link pre-work to inputs. If an input doesn’t have pre-work, put N/A.
- Link inputs to agenda items. If an agenda item doesn’t have an input, put N/A.
- Each agenda item should be a question. You can move on to the next item when you answer that question.
- Link outputs to outcomes. If an outcome doesn’t have an output, put N/A.
- Use active verbs. Examples: evaluate, synthesize, analyze, apply, comprehend, integrate.
To prepare for your meeting, start by working from right to left on The Work. Then, review the flow from left to right to ensure it makes sense. Finally, connect The People to The Work.

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<tr>
<td>Who do we need to ask to help us gather this information?</td>
<td>Who do we need in the room to provide the information required to answer our questions?</td>
<td>Who do we need in the room to answer these questions?</td>
<td>Who will take action based on the meeting results?</td>
<td>Who will we need to engage around our outcomes?</td>
<td></td>
</tr>
</tbody>
</table>

This forms your pre-work help list, and may be different from the meeting invite list. These people should be invited to the meeting. These people should be invited to the meeting. Answer this at the end of the meeting - Action Plan. Answer this at the end of the meeting - Communication Plan.