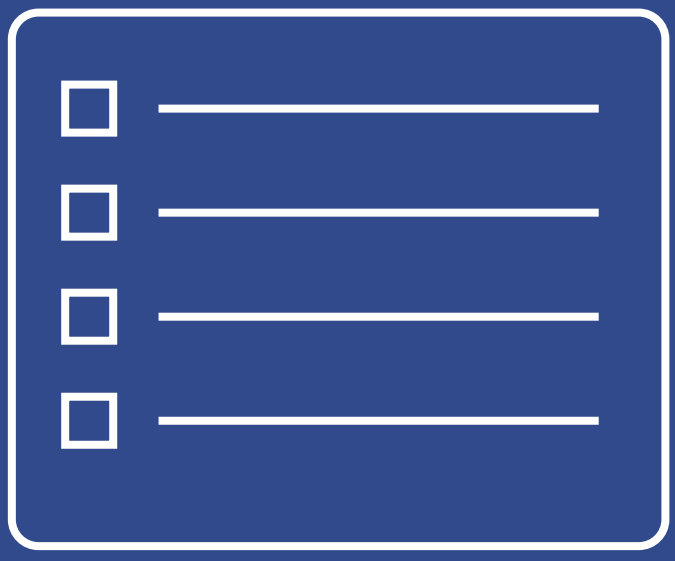
BOOKCHOWK / PRACTICAL MINI BOOKS

From Meeting to Action

A compact system for decisions, owners and dependable follow-through



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One useful result

A compact system for decisions, owners and dependable follow-through. Work through one lesson at a time, then use the three printable worksheets on a real, low-stakes situation.

Your route through this mini book

1. Name the decision the meeting serves

2. Separate notes from commitments

3. Confirm the record while it is fresh

4. Follow up on outcomes, not activity claims

Read the lesson, compare the worked example and complete the action. Pages 7-9 are writing sheets; page 10 helps you review the result. The editable Markdown companion contains the same prompts for reuse in a notes app.

For personal learning and practice. Examples are fictional; adapt the worksheets to your situation.

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Name the decision the meeting serves

A meeting is easier to prepare when its purpose names a decision, a coordination need or a problem to resolve. “Discuss marketing” leaves the finish unclear. Before inviting people, identify what must be known and who has authority to decide. Some updates can be read without a meeting. Keep the agenda proportional to the time available and make required preparation explicit. Do not assume every attendee has read an unlabelled attachment.

Worked example

Purpose: choose which of two approved leaflet drafts to print. The meeting needs the drafts, print constraints and the person who can approve expenditure. A long review of unrelated campaigns can wait.

Try it now

Rewrite one vague meeting topic as a decision or coordination outcome. List the essential input and decision-maker.

NOTICE → CHOOSE → TRY → REVIEW