



MINE Your Business

Virtual Solutions

SUCCESSFUL MEETINGS CHEAT SHEET

FACT: Recurring meetings with your assistant are mission-critical.

They help you establish trust, routine, and make the most out of your working relationship – but knowing where or how to start is daunting, especially since unproductive meetings are the worst!

But fret no more – we've got you. And you've got this.

Here, we help set you up to win as we break down why you need to meet. Then, you can use this cheat sheet to start a productive meeting rhythmic pattern with your assistant. And **BONUS:** It's even easier than you might have imagined.

PREP

- ✓ Pick a repeating day and time for your 1:1 – Zoom preferably – with your assistant
- ✓ Ask your assistant to set up the recurring meeting
- ✓ Make a backup plan for an unforeseen connection conflict, like switching from Zoom to a phone call with a backup date, time, and number

SUGGESTED 1:1 AGENDA

- ✓ Start with small talk.
- ✓ Ask what questions or action items they have for you.
- ✓ Share what questions, actions, or priorities you have for them.
- ✓ Ask for feedback on anything you can do to help them do their job better.
- ✓ Provide any feedback to them as needed, both positive and negative.
- ✓ Review any action items and their priority.
- ✓ Share any upcoming personal or professional travel, meetings, and more that they may need to know you have coming up
- ✓ Confirm your next meeting.

See? Not daunting, overwhelming or – arguably best of all – unproductive. Like we said – you've got this!

