



Sylvia Becker-Hill

Mastering the Power of Strategic Change™

...with Neuroscience and Emotional Intelligence



The Change Master's Meeting Planner™

1. What is my most important goal for the meeting on _____
with _____?
2. What is my second most important goal?
3. What is the absolute minimum I want to accomplish before leaving the meeting?
4. What do I need to do in order to prepare?
5. Have I done this preparation? How do I feel about it?
6. What is my strategy for the meeting?
7. Who are my supporters?
8. Do I need to talk with them before the meeting? If yes, when and how?



9. Who might be an "enemy" or devil's advocate for my goal?
10. How can I enroll them to support me, or at least not hinder me?
11. What is the win-win for everyone?
12. What inspires me, keeping my energy high and my mind focused?
13. Which of my strengths can I trust to bring the desired results?
14. If it doesn't work out the way I want it to, how will I explain it?
15. How will I reward myself for all of the effort I've put into preparing for this important meeting?
16. What have I forgotten to plan, think about or ask myself in this preparation?
17. How do I feel now? Is this feeling supporting my goals? If yes, how can I deliberately create and maintain it? If not, what do I need to change?

