

## **Meeting Management: How to Make the Most of Your First and Last Five Minutes**

### Meeting Kick Off

- a. Chit chat/rapport building: Personal and/or business (if appropriate)
- b. Show appreciation for meeting: Example – “Thanks for taking the time to meet with me.”
- c. Confirm length of meeting: Example – “You mentioned you have about 30 minutes...is that still the case?”

### Set Expectations for the Meeting

- a. Briefly state the goals and/or objections for the meeting: Example - “I was hoping that we could learn a bit more about each other’s career paths and determine...”
- b. Present an agenda: Example - “To help us meet these goals, I thought the following agenda might help us...” Consider using the sample agenda on the resource page
- c. Check in to see if your mentor has other topics they’d like to cover: Example – “What else would you like to cover to make this a good use of your time?”

### Concluding the Meeting

- a. The last five minutes can be as important as the first five minutes. Be sure to summarize the important outcomes and learnings from your meeting: Example – “What you said about making a conscious next step in my career really resonated with me...”
- b. Confirm next steps: Example – “when should we meet next?” so that you can get a date on the calendar after comparing both of your schedules.
- c. Be gracious. Thank your mentor for their time.

### Follow Up

- a. As with any business connection, always follow up. For example, let your mentor know what resulted from your conversation or how their advice worked out. If you know you are going to have a hard time remembering to do this, put a note in your calendar.

*These guidelines were developed by Dave Ryan (MBA '84), Managing Partner at Gray Matters Group. He can be found at [www.graymattersgroup.com](http://www.graymattersgroup.com).*