

Northwestern | Kellogg

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

Meeting Kick Off

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

Set Expectations for the Meeting

1. 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...”
2. Present an agenda: Example – “To help us meet these goals, I thought the following agenda might help us...”
3. 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

1. 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.
2. Confirm next steps.
 - a. Schedule your next meeting for 4 to 6 weeks from now.
 - b. Agree on topics and/or goals for that meeting.
3. Thank your mentor for their time.

Follow Up

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.

**These guidelines were developed by Dave Ryan, '84, Managing Partner at Gray Matters Group. He can be found at www.graymattersgroup.com*