

Worksheet

with Ben Stapley

MINISTRYLIBRARY
Video Book Summaries For Church Leaders

Topic(s) to be covered:

People Needed To Attend Meeting:

Meeting Objective:

Date of Meeting:

Due Date To Distribute Topic(s):

Who will serve as point person for this meeting?

How much time do you want to allow for each topic? *Communicate this before meeting!

How will you acknowledge the 9:1 ratio?

Who will be the transcriber for this meeting?

How will you reward ideas in your meeting?

When do you want to reach back out to your team after the meeting for more ideas?



THEBIGIDEA

Brainstorm meetings are a vital part of any healthy team. But they can either be productive or tortorous! Think ahead, and use these 9 tips to plan and prepare better!

actionsteps

Notes don't change anything, actions do.
So don't take notes, take actions!

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.