



The Intentional Meeting: Preparing to Win

The Intentional Meeting is a simple, but powerful tool for achieving your desired outcome in a one-on-one or group setting.

- Getting clear on your outcome creates a powerful intention that others can see
- Purposefully setting the tone of the meeting paves the way to your goal
- Pre-designing your key points keeps your message crisp and unmistakable
- Creating powerful questions enables others to come to your conclusions

Just like an athlete preparing for a big event, an important meeting deserves great training and a thorough warm up. Follow the steps and review the examples to get ready for your Intentional Meeting.



TRANSITIONS
FOR BUSINESS
examine. adapt. grow.

The Intentional Meeting: **I** is for Intention

Step
2

STONE

- One or two adjectives describing optimal tone of the meeting environment
- Must support the outcome

Step
3

KEY POINTS

- Three *concise* statements (no more!)
- One statement should clearly request the Outcome
- All must use the Tone
- All must support the Outcome

(Points and Q's can be delivered in sequence or randomly)

Step
4

POWERFUL Q's

- Three concise and powerful questions designed to get audience thinking
- Must be open-ended (no Yes/No answer)
- All must use the Tone
- All must support the Outcome

Step
1

OUTCOME

- Brief statement of what you specifically want from this meeting *that you can fully control*
- Must be stated in the positive

The Intentional Meeting: **I** is for Intention

Step
2

STONE

- Collaborative
- Confident

Step
3

KEY POINTS

- I am concerned about potential quality control risks we've recently discovered.
- I understand that quality control has been your top criteria from the beginning of this project.
- Feeling that we have no other option, I am requesting a three-month extension to resolve this issue.

Step
4

POWERFUL Q's

- What is your perception of the risks posed by this quality control issue?
- What would happen if we implemented before this problem was resolved?
- What can we do to mitigate the impact of the extended deadline to your business ?

Step
1

OUTCOME

- I want to request a three-month extension on the project deadline with our customer

The Intentional Meeting: **I** is for Intention

Step
2

TONE

- Assertive
- Receptive

Step
3

KEY POINTS

- In my last review, I had exceeded 4 out of 5 performance measures. Since then I have accomplished the 5th.
- I value your insights on this and count on your honest opinion and support.
- I want that Director position and am willing to do what it takes to get it!

Step
4

POWERFUL Q's

- What is your perception of my current qualifications?
- What gaps or barriers exist that I need to focus on?
- What would it take for me to get promoted to Director by the end of this year?

Step
1

OUTCOME

- I want to make a compelling case for a promotion and a raise by the end of this year.

The Intentional Meeting: **I** is for Intention

Step
2

TONE

-
-

Step
3

KEY POINTS

➤

➤

➤

Step
4

POWERFUL Q's

➤

➤

➤

Step
1

OUTCOME

- I want