

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 athelete 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.



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# The Intentional Meeting: ${f I}$ is for Intention

# Step 2

#### TONE

- 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
- > Must be stated in the positive

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### The Intentional Meeting: ${f I}$ is for Intention

#### TONE

> Collaborative

Confident

### Step 3

Step

2

### **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: ${f I}$ is for Intention

#### TONE

> Assertive

> Receptive

### Step 3

Step

2

#### **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**

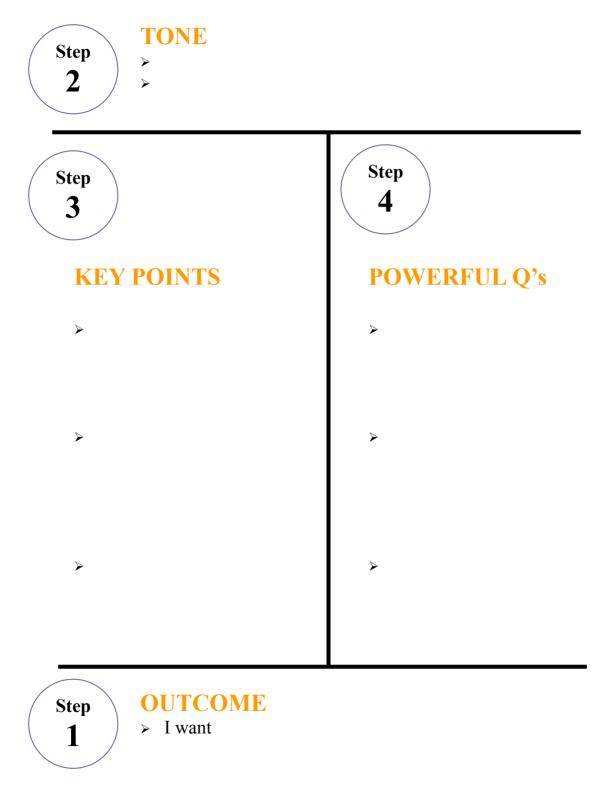
- What is your perception of my current qualifications?
- What gaps or barriers exist that I need to focus on?
- What would it take for me to get promoted to Director by the end of this year?

#### Step 1

#### OUTCOME

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





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