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| **iNSTIGATE** |
| **Free from Distractions:** *Note who Is attending the meeting and everyone is ‘Free from Distractions’.*  |
| **Open to Engage:** *Ice breaker to help everyone feel engaged.* |
| **SYNERGISE** | **THINK** | **AGREE** |
| **Commit to Success:** *Invitees* ***commit or challenge*** *and comment on pre-meeting expectations?*  | **Share ideas:** *Discuss openly and honestly ideas**1)………………………………………………………………….**2)………………………………………………………………….**3)………………………………………………………………….* | **Do What’s Right:*****Decision 1)****what: ……………………………………………………..………**when: ……………………………………………………..………**who: ………………………………………………………………****Decision 2)****what: …………………………………………………………..…**when: …………………………………………………………..…**who: ………………………………………………………………****Decision 3)****what: ………………………………………………………..……**when: ………………………………………………………..……**who: ………………………………………………………………* |
| **Understand Objectives:***Keep the number of TOPICS down to a manageable level:**1)………………………………………………………………….**2)………………………………………………………………….**3)………………………………………………………………….* | **Evaluate ideas:*****High:*** *Value / Impact / Novelty****X***  *- DO these ideas!!***Low:** *Cost / Effort / Stress* |
| **QUESTION:** *Was this meeting time well spent? Compare Pre-meeting expectations with Post-Meeting Perceptions.* |