

Meeting Prep Checklist

Show up prepared. Contribute meaningfully. Leave with clear action items.

MEETING DETAILS

Meeting name / topic:

Date & time:

Who is attending:

My role (presenter / participant / decision-maker):

BEFORE THE MEETING (5 MIN)

- Read the agenda (if there is one)
- Identify the ONE thing I want to say or ask
- Review relevant notes from last meeting
- Open note-taking app or get paper ready
- Set a reminder 5 min before start time

MY ONE CONTRIBUTION

The one thing I want to say or ask in this meeting:

QUESTIONS I WANT ANSWERED

DURING THE MEETING — CAPTURE IMMEDIATELY

Action items with MY name on them:

- _____
Due: _____
- _____
Due: _____
- _____
Due: _____
- _____
Due: _____
- _____
Due: _____

KEY DECISIONS MADE

AFTER THE MEETING (2 MIN — DO THIS IMMEDIATELY)

- Transfer action items to task manager NOW
- Set reminders for each action item
- Send follow-up email if needed

Do not wait. The context will be gone in 30 minutes.

KeptMind's voice capture after meetings — speak your action items immediately, they appear in your Today list automatically. No typing while the context is fresh.