## Anatomy of a Great Meeting

## Before you hit "send" on your Outlook meeting organizer CONSIDER ...is a meeting the best forum for what is needed?

 Do you need a question answered?
 Are there difficult or sensitive issues?
 Is it a recurring meeting with no news or updates?

 Image: Do you need a question answered?
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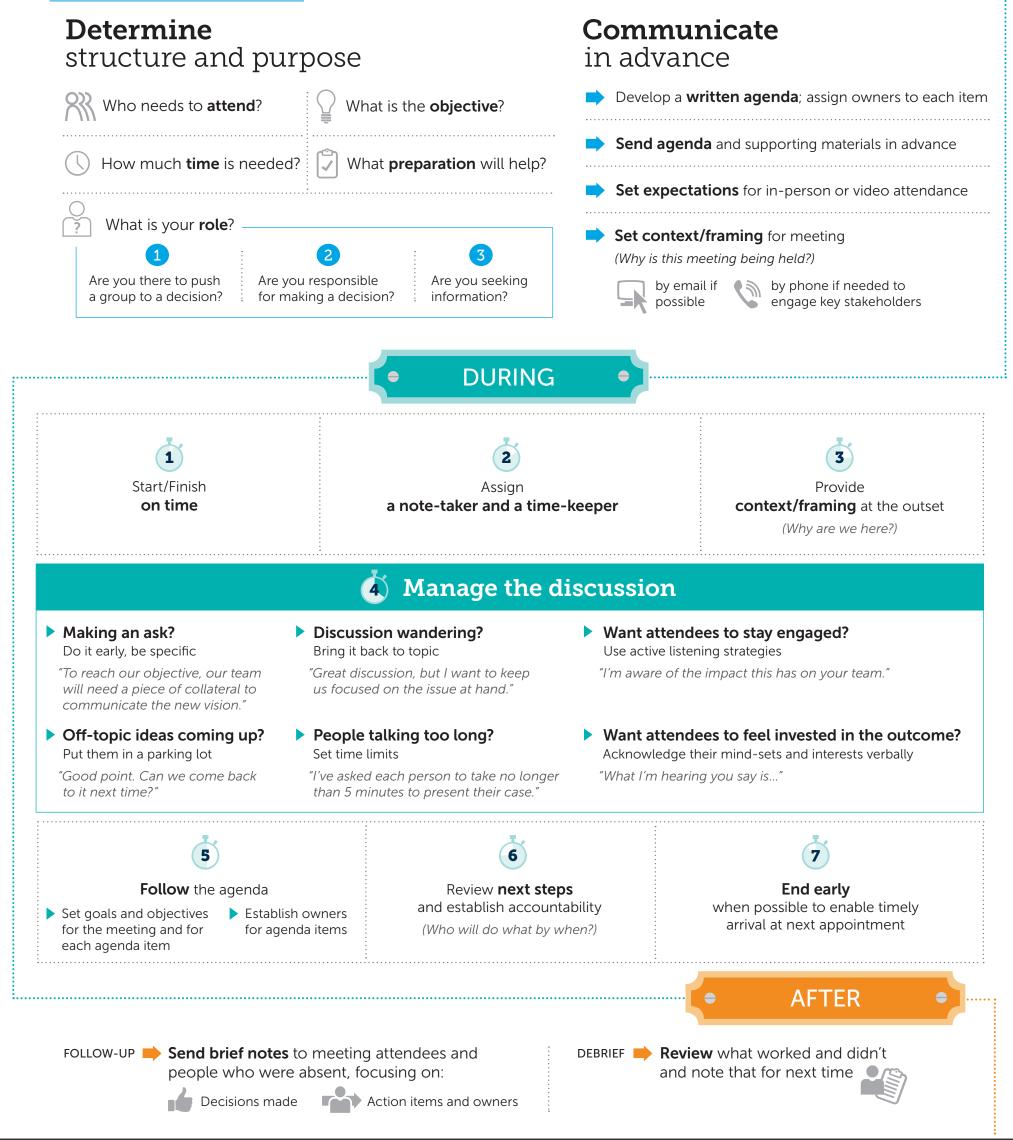
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BEFORE



STOP



## We help schools support students from enrollment to graduation and beyond

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