



THE MEETING EXIT STRATEGY WORKSHEET



Why it matters

The real cost of a meeting often comes afterward, when nobody is sure what happens next. Use this worksheet to **leave every meeting with clarity and direction.**

MEETING TOPIC: _____ DATE: _____ FACILITATOR: _____

1 DECISIONS MADE

What decisions were made?
Be specific enough that someone who missed the meeting could understand what was decided.

2 ACTION ITEMS

What needs to happen next, who owns it, and when is it due?

ACTION ITEM	OWNER	DUE DATE	FOLLOW-UP METHOD*
1.			
2.			
3.			
4.			
5.			

*Examples: email update, shared document, quick check-in, next meeting, dashboard update, etc.

3 COMMUNICATION PLAN

How will updates be shared and decisions communicated to everyone who needs to know?

- _____
- _____
- _____
- _____

4 NEXT CHECK-IN (IF NEEDED)

Do we need another meeting?
If so, what is the purpose and when should it happen?

☐ Yes, a follow-up meeting is needed because: _____

☐ No meeting needed. We'll follow up via: _____

TARGET DATE (IF APPLICABLE): _____



MEETING EXIT TIP

End every meeting by reviewing decisions and action items out loud. It takes two minutes and can save hours later.

BEFORE YOU CLOSE:

- ✓ Have we captured our decisions?
- ✓ Are all action items assigned with deadlines?
- ✓ Do we need another meeting or is a simpler update enough?



The goal of a meeting is not to schedule the next meeting.