Premexcellence
Designing What Excellence Looks Like For You

Confident Conversations: Five Steps For A Successful Meeting

1. Define what success looks like for you.



When you walk away from this meeting or conversation, what would make you feel like this was a success?

- What is important for you to communicate in this encounter?
- What is necessary for you to have clarity?
- What is essential for you to have a meaningful experience?

When you start this process by defining what a successful meeting means to you, it creates the foundation for the subsequent four steps.



2. Identify the purpose of the meeting.

What is your purpose or intention for this meeting or conversation?

Did you schedule this meeting or initiate this conversation? If the answer is yes, then you need to get clear on the purpose of this meeting and what you plan to achieve. What are your intentions, goals, and objectives for this meeting? Next, this purpose should be communicated with the other participant(s) **before** the meeting to ensure that everyone is on the same page, which increases your likelihood of success.

Is this an established or recurring meeting? If the answer is yes, then you need to get clear on how your purpose and intentions for this conversation can be achieved within this existing structure. When you clarify this for yourself, then this purpose needs to be communicated with the other participant(s) to confirm that this conversation is appropriate and welcomed within this context.

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3. What is the outcome you want?



As you reflect on (1) your definition of success and (2) the purpose of this meeting, what is the outcome that you would like to achieve?

- What would you like to walk away with from this meeting?
- How would you like to feel at the end of this conversation?
- What do you need from this interaction?

This outcome will ultimately allow you to experience your definition of success after this meeting or conversation has ended.



4. Who do you need to be?

As you reflect on the outcome you would like to have, who do you need to be to achieve that outcome?

What qualities do you need to have? Do you need to be assertive, respectful, confident, calm, charismatic, or poised? List some of the qualities you would like to embody.

When you complete your list, think about how a person with these qualities might show up in this meeting or conversation. For example, a confident person would be erect, make eye contact, appropriately pace their words as they communicate, and have a respectful tone and demeanor.

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5. Prepare for your meeting!



Now that you know:

1. Your definition of success
2. Your purpose for the meeting
3. The outcome you want
4. Who you need to be to achieve that outcome

How do you need to prepare for this meeting so that you accomplish your definition of success?

Here are some examples of ways you can prepare:

- Create an agenda for the meeting.
    - You can choose to share this agenda with the participant(s) ahead of time if appropriate.
- Create notes for yourself to ensure you are conveying everything you intended to.
- Remind yourself of the outcome you want to achieve.
    - Visualize yourself achieving that outcome and what you did to be successful.
- Set aside at least 15 minutes before the meeting to make sure you are embodying the qualities you would like to have.
    - During this time, you can do some deep breathing, review your agenda, play some empowering music, pray, meditate, or go for a walk.
- Repeat meaningful affirmations, authentic declarations, or powerful mantras to boost your confidence.

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Now, you have a five-step process for a successful meeting or conversation!
Use this guide to prepare for your discussion, increase your confidence, and achieve your definition of success!

If you would like some dedicated support with this process,
please contact me to schedule a time to chat

Johanna Andrews Adlam, Ph.D., MPH, CPCC, ACC

Founder & CEO, Premexcellence®

631-605-0861 | Johanna@premexcellence.com | www.Premexcellence.com

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