

MEETING PLANNER WORKSHEET



Meeting _____ Date & Time _____

Place _____ Expected Attendance _____

1. KNOW YOUR OBJECTIVES

DO: What activities or accomplishments do I want as a result of the meeting?

KNOW: What information or skills do my Consultants need to get the desired results?

FEEL: What attitudes do my Consultants need in order to experience success after the meeting?

2. INCLUDE THE KEY ELEMENTS - Remember To Include In Every Meeting

R is for RECOGNITION

For Accomplishment:

- | | |
|--|---|
| <input type="checkbox"/> New Consultants | <input type="checkbox"/> Top Seller |
| <input type="checkbox"/> Recruiters | <input type="checkbox"/> \$1,000 Show Achievers |
| <input type="checkbox"/> New Future Director and above promotions since last meeting | <input type="checkbox"/> Highest number of Shows |
| <input type="checkbox"/> Commission Percentage Earned | <input type="checkbox"/> Highest Show Average |
| | <input type="checkbox"/> \$15,000 in Career Sales |
| | <input type="checkbox"/> Incentive Achievers/On Track |
| | <input type="checkbox"/> TPC Achievers/On Track |

For Activity:

- Guests and Consultants who brought them
- Consultant testimonial for special or personal achievement
- Story of a Consultant who exemplifies the Pampered Chef mission in some way
- Anyone who's held ___ Cooking Shows already this month
- Other ideas: _____

T is for TOOLS (Product focus)

Presenter(s) _____

To be covered _____

Method (speaker, discussion, group activity, etc.)

I is for INFORMATION (Dates, details & deadlines)

Presenter(s) _____

To be covered _____

Method (speaker, discussion, group activity, etc.)

I is for INSPIRATION (Connect to the mission and your "heart tug")

Presenter(s) _____

To be covered _____

Method (speaker, discussion, group activity, etc.)

E is for EDUCATION (Training in sales & recruiting skills)

Presenter(s) _____

To be covered _____

Method (speaker, discussion, group activity, etc.)

M is for MAKE A PLAN (Action plans & accountability)

Presenter(s) _____

To be covered _____

Method (group sharing, written commitment, monthly buddies, etc.)

3. EVALUATE THE MEETING

- What went well? _____
- What would I do differently? _____
- What was missing? _____
- Could anything have been eliminated? _____