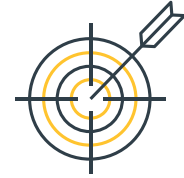


SHOULD I — *schedule* — A MEETING?

START



Are my goals and objectives clearly defined?

YES *or* **NO**



Do I need outside input to reach those goals?

YES *or* **NO**



Reassess your needs.



Do my objectives require real-time conversation?

YES *or* **NO**



Send an email.



Does the conversation need to be face-to-face?

YES *or* **NO**



Schedule a phone call or have a brief 1:1 chat.



Send an invitation to carefully selected attendees.