

MEETING BALANCE ASSESSMENT

Meeting:

Score each statement from 0 to 10 and then sum it up at the bottom of the page. A higher score means that you need to spend more time on that part of the meeting. A high overall score also means you need a longer meeting or remove some of the challenges.

COLLABORATION	COMPLEXITY	CLARITY
Lack of Focus	Topic	Undecided
The participants have different priorities and goals.	The topic is very complex, and requires innovative solutions	It is usually very difficult to make a decision in this group
0-10	0-10	0-10
Conflict	Constraints	Unclear
There is much disagreement and conflict on this topic.	A lot is blocking us from implementing a solution	Our decisions are usually very ambiguous and abstract
0-10	0-10	0-10
Lack of Openness	Perspectives	Slow
People rarely share their thoughts, disagree, or admit they are wrong	Many different perspectives and competencies will be present at the meeting	Our decisions rarely get implemented or only after a very long time
0-10	0-10	0-10
Total:	Total:	Total:
<input type="text"/>	<input type="text"/>	<input type="text"/>