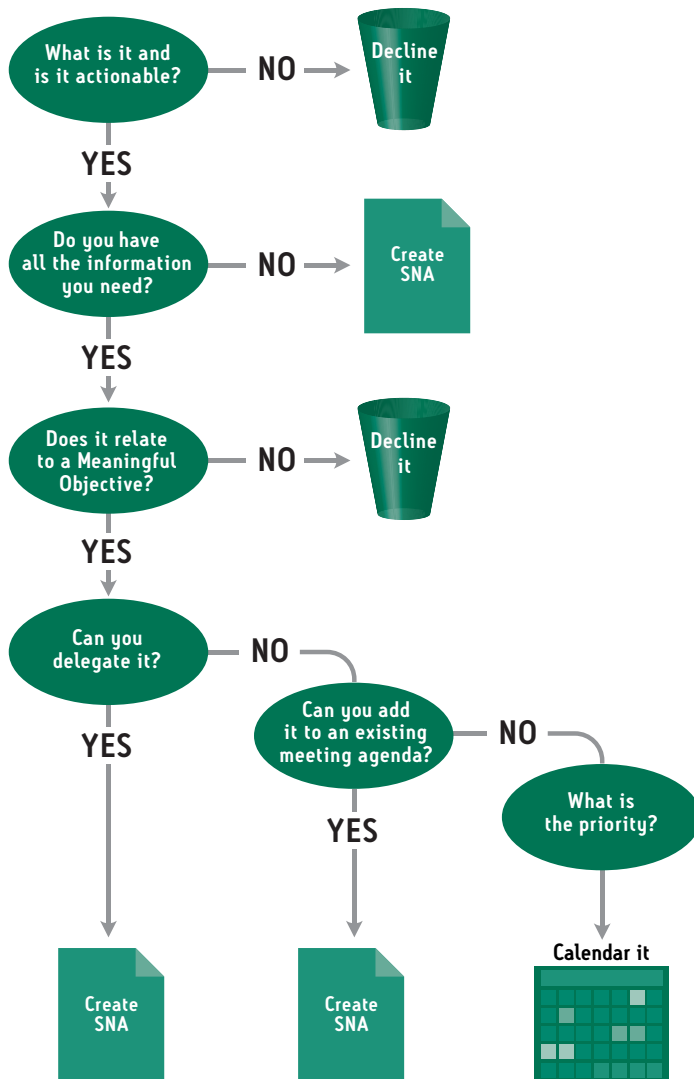


The Meeting Request Model



The Meeting Request Model

Do You Have All The Information You Need?

It's much easier to prioritize meeting requests when you have the information available.

Make sure you find out:

- The agenda
- Exactly what decisions need to be made that require your participation
- Pre-meeting preparation required
- Location
- Length of the meeting
- Attendees
- Due date for the meeting