



THE  
**JOHN BARRETT**  
LEADERSHIP PODCAST



# LEADER GUIDE



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## Notes

### Episode 50: The Pre-Game Meeting Plan

*Reference:* Episode 33: How To Have Great Meetings

Meetings are vital for \_\_\_\_\_

2 Whos I want you to think about before the meeting...

1) \_\_\_\_\_

“Success when preparation meets opportunity.” ~ Zig Ziglar

“Distress when procrastination meets opportunity.” ~ John Barrett

2) \_\_\_\_\_





# Reflection

## Episode 50: The Pre-Game Meeting Plan

### Episode Summary:

Effective meetings are crucial for leadership success and organizational breakthroughs. The key to transformative meetings lies in proper preparation, both for yourself and your team members. Leaders should develop a personal pregame ritual to ensure they bring their best energy and focus to each meeting. Additionally, having brief conversations with key participants beforehand helps set expectations and clarify roles. Creating buffer time between meetings by ending them 5-10 minutes early provides the necessary space for this preparation. When done right, meetings become the place where innovation happens and leadership influence truly shines.

### Reflection Questions:

- What is your current pre-meeting routine, if any? How could you improve it?
- How much time do you typically spend preparing for important meetings?
- What are some ways you could create a more effective pre-meeting checklist?
- How do you currently engage team members before meetings? What could you do differently?
- What are some barriers that prevent you from properly preparing for meetings?
- How could you better utilize the time between meetings for preparation?
- What impact do you think better meeting preparation would have on your team's engagement?
- How can you implement the concept of 'meeting before the meeting' in your leadership style?