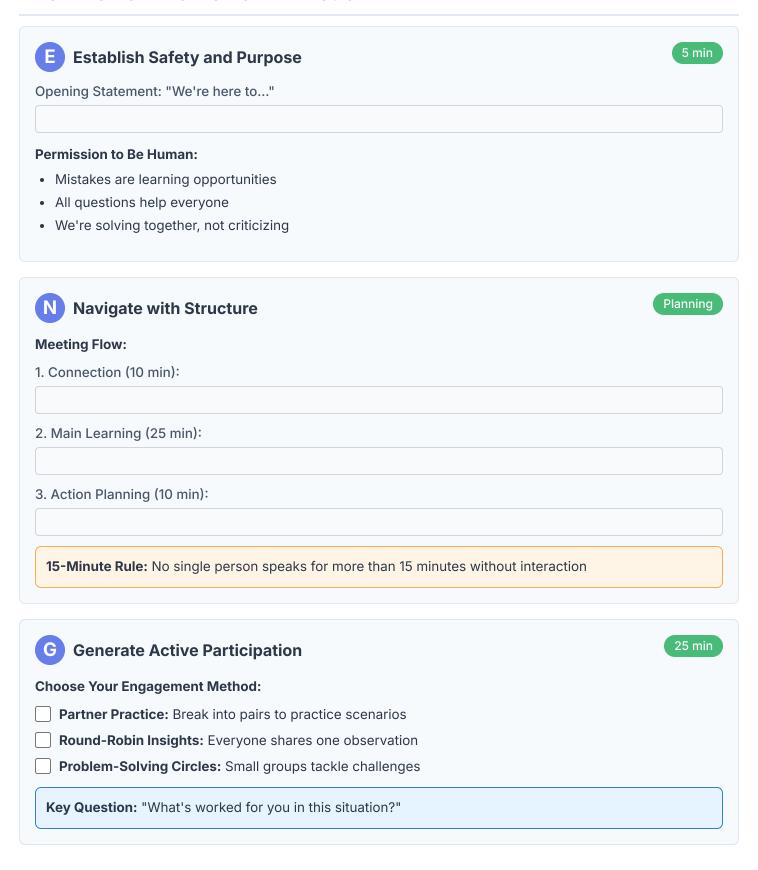
ENGAGE Meeting Template

Transform Your Team Meetings Using This Proven Framework

Meeting Details	
Date:	Time:
Purpose:	
Facilitator:	
Pre-Meeting Preparation	
Define Your ONE Clear Objective	
What specific outcome will participants achie	ve by the end of this meeting?
Today's Objective:	
Set the Tone	
Choose your opening that creates psycholog	cal safety:
"We're here to help each other succeed v	
"Questions are welcome—they help every	
Different approaches can all be effective	d.
"We solve challenges together"	

The ENGAGE Framework in Action



The 24-Hour Cha	llenge				
Each person commi	ts to ONE specific ac	tion within 24 hou	ırs		
Team Member 24		24-Hour Com	24-Hour Commitment		
Next Meeting Che	Commitment areck-in:	nd Follow-up	Follow-u	p Accountability: check in:	5 mir
Next Meeting Che	eck-in: challenge results worked/didn't	nd Follow-up	Follow-u		5 mir
Next Meeting Che Share 24-hour Discuss what	eck-in: challenge results worked/didn't	nd Follow-up	Follow-u Who will When:		5 min
Next Meeting Che Share 24-hour Discuss what	eck-in: challenge results worked/didn't	nd Follow-up	Follow-u		5 min
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Next Meeting Che Share 24-hour Discuss what	eck-in: challenge results worked/didn't	nd Follow-up	Follow-u Who will When:		5 min
Next Meeting Che Share 24-hour Discuss what we share Plan next learn	eck-in: challenge results worked/didn't	nd Follow-up	Follow-u Who will When:		
Next Meeting Che Share 24-hour Discuss what we share Plan next learn	ck-in: challenge results worked/didn't ning focus	nd Follow-up	Follow-u Who will When:		5 min

Meeting Success Checklist				
Before the Meeting:	During the Meeting:			
One clear objective defined	Started with safety and purpose			
All materials prepared	Maintained 15-minute rule			
Room/virtual space ready	Everyone participated actively			
Energy and mindset ready	Practical application identified			
After the Meeting:				
24-hour challenges documented	Notes distributed			
Follow-up scheduled	Feedback collected			
Notes & Action Items				
Key Insights from Today:				
Action Items for Next Meeting:				
Remember Gina's Wisdom:				

"The best meetings feel like jam sessions where everyone's trying to help everyone else get better."