






How To Make A Great POINT During A Meeting

Learn How To Make An Effective POINT

One of the best ways to ensure that you're heard is to effectively deliver your POINT. By using the word POINT as an acronym with the following steps, you'll make a great POINT every time you speak in a meeting!

The P-O-I-N-T Checklist

-  P - Prepare your idea
-  O - Optimize your idea
-  I - Invite feedback
-  N - Name the hurdles and solutions
-  T - Take action!



Step 1: Prepare Your Idea

- ☐ Talk to your colleagues
- ☐ Do research and writing
- ☐ Allow for unstructured 'blue-sky' time when you can allow yourself to creatively explore and process your idea



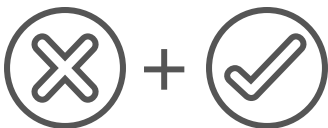
Step 2: Optimize & Deliver Your Idea

- ☐ Practice your 30-second 'elevator-ptich', and when it's your turn to speak, make a powerful statement in under 5 minutes



Step 3: Invite Feedback

- ☐ Ask your colleagues their opinion about your idea
- ☐ Listen and don't interrupt



Step 4: Name the hurdles and solutions

- ☐ Discuss what will stop you from carrying out the idea
- ☐ Determine how you can overcome these obstacles and find a solution



Step 5: Take action!

- ☐ Name who will carry out the idea and when they will get it done