

How To Hold Interior Design Meetings | Step By Step



INTERIOR DESIGNER'S BUSINESS SCHOOL

Before The Meeting

Prep Step 1

Confirm the meeting goal

Prep Step 2

Create an agenda, work out how long the meeting should last and print or email your agenda to everyone

Prep Step 3

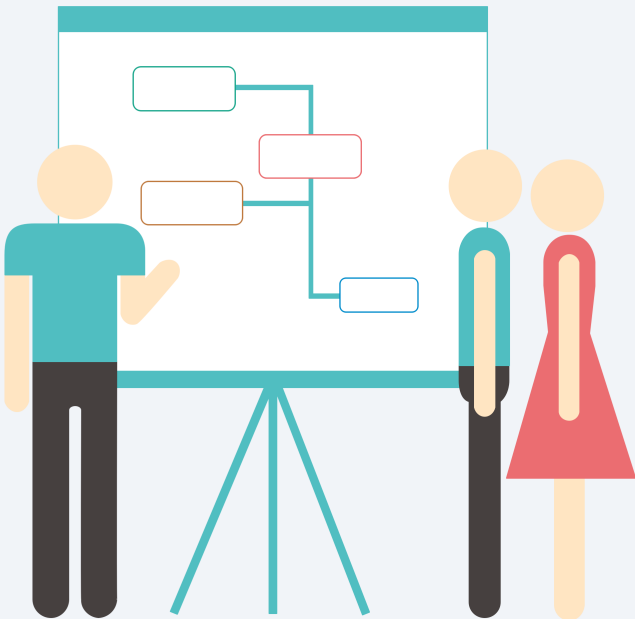
Prepare your documents

Prep Step 4

Pack your bag and prepare for your meeting

Prep Step 5

Get a good night's rest



On The Day Of The Meeting

Step 1

Arrive 5 minutes early (or exactly on time!)

Step 2

Have a zen moment

Step 3

Introduce yourself

Step 4

Start the meeting on time

Step 5

Guide the meeting

Step 6

Take notes or record the meeting

Step 7

Wrap up the meeting

Step 8

Write up your meeting minutes or meeting points

Step 9

Email the meeting notes or minutes to everyone who attended the meeting

Step 10

Take action on your meeting minutes