

# 5 Questions That Change How Your Next Meeting Goes

Use these questions **before** your next project kick-off, stakeholder meeting, or problem-solving session. Ten minutes of honest reflection here will save hours of misaligned effort later.

## 01 ON THE PROBLEM

**Can you write the problem in one sentence — without using the word 'solution'?**

*If you can't, the problem isn't clear yet. Stop. Clarity must come before action.*

Write it here: \_\_\_\_\_

## 02 ON STAKEHOLDERS

**Who needs to say YES for this to succeed — and are they already involved?**

*Surprises at sign-off are failures of stakeholder work, not execution. Find them early.*

Name them: \_\_\_\_\_

## 03 ON ASSUMPTIONS

**What are you treating as fact — that you haven't actually validated yet?**

*Unvalidated assumptions are the hidden cost of most project failures. Name them now.*

List your top 2 assumptions: \_\_\_\_\_

## 04 ON SUCCESS

**If this meeting ends well — what specifically will have happened?**

*'Better' is not a meeting outcome. Define what done looks like before the call starts.*

Define success in one line: \_\_\_\_\_

## 05 ON CLARITY

**What is the one thing that must be decided or agreed before anything else moves forward?**

*Every stuck project has one undecided thing at its center. Find it. Make it the agenda.*

What's that one thing? \_\_\_\_\_

**Remember:** The quality of your questions determines the quality of your thinking.  
A structured 10 minutes before every meeting is worth more than 3 hours of reactive problem-solving after