



The Twelve Crucial Questions: Is Your Call Going To Work?

Are you wondering if you can have a successful meeting by telephone conference? Or do you really need to meet up face to face? Here are twelve crucial questions to assess your chances of success:

	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
1. Is success absolutely critical for this meeting? If we don't meet our objectives this time, we have a lot to lose.					
2. Do we need to achieve our goals urgently ? Time is really of the essence. Any delay is unacceptable					
3. Is it critical that we share a very high level of trust among team members?					
4. Will our meeting need really in-depth conversations so we can take well-informed decisions and reach agreement?					
5. Are we likely to have difficult discussions , which may cause conflict or evoke strong emotions?					
6. Do we really need to tap into everyone's enthusiasm and energy to achieve our goals?					
7. Will splitting our meeting into a series of short chunks (1 – 1.5 hours) ruin it?					
8. Will our meeting be mostly creative brainstorming and problem solving ?					
9. Will we have to challenge assumptions, clarify expectations and test understanding to succeed?					
10. Do we represent a variety of cultures and time zones ?					
11. Do some of us have less access to or comfort with conference call technology ?					
12. Are the costs of failing to achieve our objectives far higher than the costs of bringing all of us together face to face?					

If your answers lie mostly way over to the left, then it's likely that a face to face meeting will help you achieve your objectives better than a conference call. If just a few stand out, these are areas for you to focus on during your preparation for the meeting.

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Based on a Checklist created by Nancy Settle-Murphy, Guided Insights and Penny Pullan