www.WellbeingTrackers.com

Wellbeing is your natural state.

# Meeting Tracker

Name: _____

Date: _____

With regard to today's meeting, tick the box that best describes your experience.

| | Not at all | A little | Moderately | A lot | Extremely | |
|---|---|---|---|---|---|---|
| You felt accepted, understood and respected. | 0 | 1 | 2 | 3 | 4 | |
| You felt the meeting was focused and followed a sensible process. | 0 | 1 | 2 | 3 | 4 | |
| Overall, you found the meeting helpful. | 0 | 1 | 2 | 3 | 4 | Total Score |

If you wish, share what you liked about the meeting and what might make it even better.

*Bring wellbeing to the process of life.*

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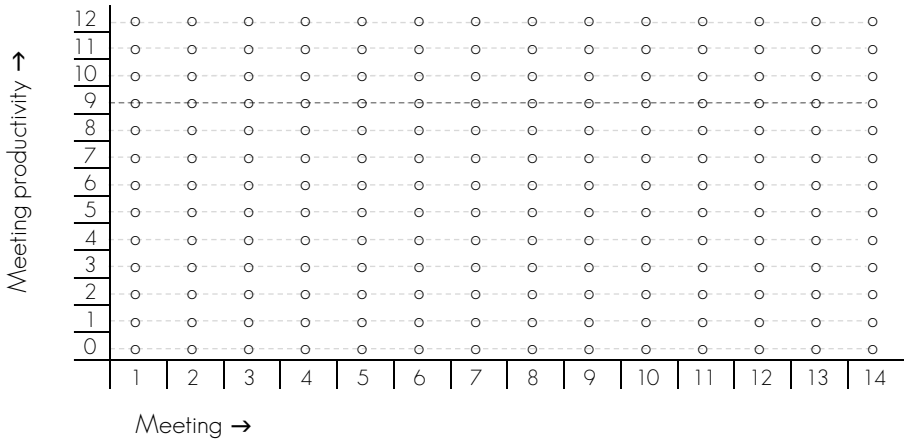
# Meeting Tracker

Name: _____

Meeting: _____

Start date: _____ (first meeting)




*Feedback is a safe conversation about something important.*

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# Meeting Tracker

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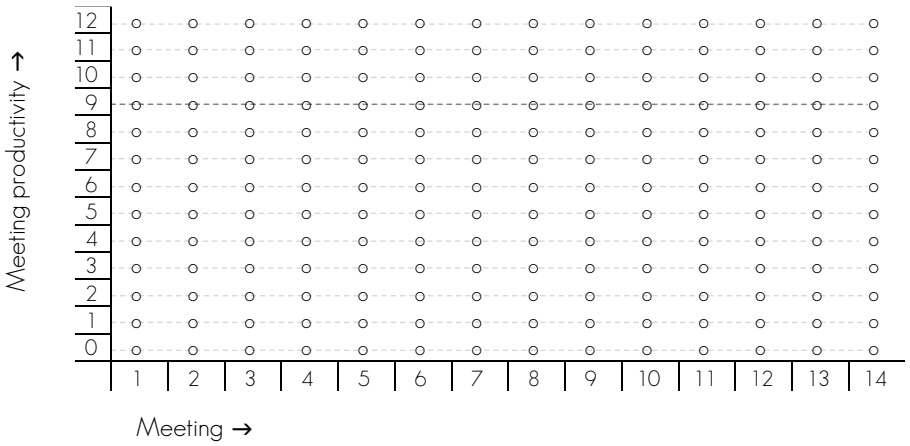


*Consult as a team and think of a small, practical step you can take to improve your team score.*

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# IMPORTANT INFORMATION

Read this page before using the Meeting Tracker.

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*Instructions*

Step 1: Answer the questions on the Tracker.
Step 2: Add up your total score.
Step 3: Plot your total score on the chart.
Step 4: Reflect on your progress regularly and think of a small, practical step you can take to improve your score.

*Tips*

1. If you feel your score is in between two of the options then place a mark between them and score it as a half point. For example, if you feel the choice that best describes your experience is in between "a lot" and "extremely" then put a mark between them and score it as "3.5".
2. Another tip is that whatever way you use the Meeting Tracker, or any of the Wellbeing and Recovery Trackers, use it in a way that feels right to you – that's the key!

*Instructions for Team Trackers*

Step 1: Add up the team's total scores. Calculate the average by dividing this number by the number of members of the team.

Step 2: Plot the average on the chart and reflect on your progress as a team. If the team feels it would be helpful you can also chart the highest and lowest scores as well as the average.

Step 3: Consult as a team and come up with ideas to improve the score on the chart by one point.

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