

CHECKLIST: High-Signal Meeting

(Based on 2026 Communication Management Techniques)

1. Pre-Meeting Filter (The Distraction Filter)

- **Asynchronous Status:** Have all "what I did yesterday" reports been sent via Slack/Teams/Email 2 hours in advance?
- **The "FYI" Rule:** Is there any topic on the agenda that is purely informative? If so, **remove it** and send it in writing.
- **Essential Participants:** Has only the person needed to make the decision or solve the problem been invited?

2. The First 5 Minutes (The Cognitive Compass)

- **Destination Statement:** Did the leader open by defining what "success" looks like for this talk? (e.g., "We will leave with an approved budget").
- **Assumption Check:** Were the project's foundations validated? (e.g., "Do we all agree the focus is the Maputo market?").
- **Mental Map:** Does everyone know their specific role in this discussion?

3. During Execution (Resonance)

- **Idea Round-Robin:** Was space given to introverts to speak before the final decision?
- **Vetoing "Groupthink":** Did someone challenge the idea of the most senior person in the room?
- **Signal Capture:** Is someone focused on noting only decisions and next actions (the signal), ignoring tangents (the noise)?

Meetings shouldn't suck—and SENSIT is here to make sure they don't.

We created this checklist because we've seen way too much talent get buried in noisy meetings. At **SENSIT**, we're all about HR consulting and training that actually works for people, not against them. We're here to help you get your team's focus back on track.

So, how did your meeting go? > We're genuinely curious about your score. Shoot us a quick note with your feedback or just to tell me your "signal vs. noise" ratio. We're all ears!

[Let's Chat](#)