

FIRST™ Communications

- Focused
- Interest
- Researched
- Specific
- Time Based

4 Elements of FIRST™ Communications

1. The “Ask”- Recommendation/Goal/Request
 2. Background
 3. Support/Why—Always 3
 4. Next Steps—Always 3
- Always Begin With The End in Mind
 - And put it FIRST!

4 Elements of FIRST™ Meetings

1. **The Ask**—Why? What's the Goal of the Meeting?
2. **Background**—Ensure all attendees are “on the same page”
3. **Support** - Core of the meeting the topic or subject, complete with all relevant to or required of each attendee
 - Includes **time-based** agenda
 - Sent out **ahead** of the meeting
4. **Next Steps** – the most important - every outcome has a person and time

FIRST™ Meeting Success Tips

- Schedule For No More Than 1 Hr—Plan For 45 Minutes
- Use a **Time-Based Agenda** – And a Timer - Clock, Hourglass, Stopwatch
- Designate a Note Taker – Send out After The Meeting
- Utilize a “**Parking Lot**” For Items Not On The Agenda For Another FIRST™ Meeting
- Know Who Is Attending And Why
 - Their Background And What They Bring
- State The Goal Early And Often
- It Takes Longer To Prepare Than You Think
- If/When You End Early, Provide The “Gift Of Time”
 - Incenting Others To Come (Prepared) Again