

**Meeting Participation Self-Checklist Checklist** [Related documents on worktogether.ca](#)

*Use periodically as a self-check to see how effectively you participate in meetings.*

Behaviour	Never	Occasionally	Often
I suggested a procedure for the group to follow, or a method for organizing the task.			
I suggested a new idea, new activity, new problem or a new course of action.			
I attempted to bring the group back to work when joking, personal stories, or irrelevant talk goes on too long.			
I suggested, when there was some confusion that the group makes an outline or otherwise organize a plan for completing the task.			
I initiated attempts to redefine goals, problems, or outcomes when things became hazy or confusing.			
I elaborated on ideas with concise examples or illustrations.			
I suggested resource people to contact and/or brought materials.			
I presented the reasons behind my opinions.			
I asked others for information and/or opinions.			
I asked for significance and/or implications of facts and opinions.			
I saw and pointed out relationships between facts and opinions.			
I asked a speaker to explain the reasoning that led him or her to a particular conclusion.			
I related my comments to previous contributions			
I pulled together and summarized various ideas presented			
I tested to see if everyone agreed with, or understood the issue discussed, or the decision made.			
I summarized the progress the group had made.			
I encouraged other members to participate and tried to unobtrusively involve quiet members.			
I actively supported others when I thought their point of view was important.			
I tried to find areas of agreement in conflicting points of view and tried to address the source of the problem.			
I used appropriate humour to reduce tension in the group			
I listened attentively to others' ideas and contributions.			