

TEN-MINUTE BUILDING MEETING

SAMPLE AGENDA

1. Explain the reason for the meeting (1 minute).
2. Explain the reason for the activity you will ask them to perform (2 minutes).
3. Explain the task (such as letter to the editor, letter to a legislator, volunteer for phone bank, etc.) (1 minute).
4. Provide time to perform the task (5 minutes).
5. Collect the final product and thank people for their time (1 minute).

HINTS:

- ★ Keep within the 10 minute timeline. Then people will be willing to trust you the NEXT time you ask them to a 10 minute meeting!
- ★ Keep the task very simple and concrete. You will have better luck if you have a sample letter or format available.
- ★ If some people want to stay beyond 10 minutes and ask questions, make it clear to the rest that the meeting is over and they need only stay if they wish.