

CEO/Sr. Leader Meeting Checklist

Are You Ready to Answer Each of These Questions?

Yes/No

- What solution do you propose?**
- What is the resource and effort to solve this?**
- Do you have it handled/under control?**
- Do you need executive assistance?**
- What specifically do you want him/her to do?**

(Circle all that apply)

- **Decision?**
- **Resource assistance?**
- **Support?**
- **Contact the client?**
- **Contact internal staff?**

Note: It's the right thing to share bad news ...

If it's on fire

If someone is free-falling - step in

before they hit the ground

Remember: Executives do not need the details. They need to know if you believe that there is a solution to the problem. They need to understand if there are resource requirements. They need to know if it is under control, or if it's out of your control. They need to know if you need their assistance.