## SOAP Job AID

j0412642[1]

* **Seek** topics from your participants: send an email to the list of participants you created, asking for agenda topics. Give a brief explanation of the purpose of the meeting and an idea of what you are looking for in terms of topics. Do not make this the formal invitation. When you make the request, make sure you ask the participants for the time they need to discuss their topic, and provide a deadline to get their topic to you so it can be included on the agenda.
* **Organize** topics into a list: once you receive the topics, organize them into a list along with the time and the name of the presenter. This will give you the ability to scan through the list, narrowing it down to the topics you will select for the agenda.
* **Assess** which topics are relevant to the meeting purpose: with your list organized, determine which topics are the most relevant to the purpose of the meeting. Scratch out those topics you do not intend to use.
* **Pick the number of relevant topics that will fit into your meeting time: Next, review the time of the remaining topics. Select the enough topics to fill the time of your meeting minus ten minutes. Give yourself ten minutes for meeting overrun. If you go over, you will end on time. If you do not, then you get to adjourn your meeting early, making everyone happy.**