



SAMPLE MEETING AGENDA

- **Positive Focus:** (round the room, 1 positive thing)
- **Top Sales from previous week:** (top 3) how did they do it? (praise the top and have them share story)
- **What's On Tap:** (round the room by department or individual—one top priority for the upcoming week, how they will tackle)
- **Sales Tip of the Week:** (pick something relevant, give examples/stories, ask how it has or can be applied to current open business)
- **What Keeps You Up at Night?** (opportunity for anyone to ask for help if need it)
- **Wrap Up:** (close with a quote or an action step or take away)