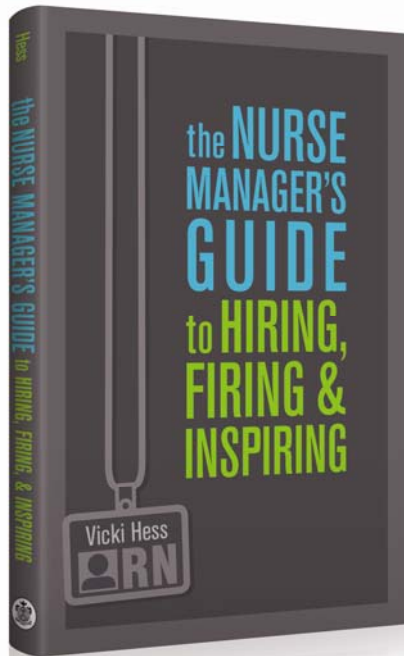


# TIMESAVER TOOL

CHAPTER 11

## MEET & GREET CHEAT SHEET





## MEET & GREET CHEAT SHEET

Use this as a guide when you meet with colleagues from other departments. Take notes so you remember what you need to follow up on or agreements made.

Department:

Date of meeting:

Name:

Title:

1. What do you do in your department?
2. How did you end up working in this area?
3. What suggestions do you have for our two areas working together more effectively?
4. How should I handle a problem if one arises?
5. Is there anything else I need to know or something that you need from me?



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