

After the LWG Meeting – Now What?

The meeting was great. Here's how to keep the momentum going.

Action

Who / Notes

Within 48 Hours

<input type="checkbox"/>	Send a follow-up email to all attendees with action items, who owns each one, and the next meeting date	<i>Facilitator - use the email template</i>
<input type="checkbox"/>	Transfer action items from meeting notes into the Between-Meeting Action Tracker	<i>District manager</i>
<input type="checkbox"/>	Reach out personally to anyone who took on a big commitment - make sure they're not confused or stuck	<i>Quick text or call is enough</i>
<input type="checkbox"/>	Add new contacts from the sign-in sheet to your district list	<i>Do it now before it gets lost</i>

This Week *Build early momentum*

<input type="checkbox"/>	Start working your action item. Don't wait until the week before the next meeting	<i>Everyone who took an action item</i>
<input type="checkbox"/>	Make at least 2–3 producer or partner calls related to your project	<i>District manager / board</i>
<input type="checkbox"/>	If your action item involves a meeting or site visit - get it on the calendar now	
<input type="checkbox"/>	Check in with your NRCS district conservationist if there are program questions from the meeting	

This Month *Keep the project moving*

<input type="checkbox"/>	Log any progress in the Project Progress Tracker - even small wins count	<i>District manager</i>
<input type="checkbox"/>	Follow up with any partners who were mentioned at the meeting but weren't there	
<input type="checkbox"/>	Update your Partner Mapping Worksheet if new partners were identified	
<input type="checkbox"/>	Check your benchmarks - are you on track? Do you need to adjust?	<i>Refer to your Project Proposal</i>
<input type="checkbox"/>	Send a short personal update to anyone who attended and showed strong interest	<i>Keeps people engaged between meetings</i>

Before the Next Meeting *Come prepared*

<input type="checkbox"/>	Review your action items from the Between-Meeting Tracker - what's done, what's in progress, what's stuck?	
<input type="checkbox"/>	Prepare a 2–3-minute project update to share at the meeting	<i>What moved forward? What's in the way?</i>
<input type="checkbox"/>	Flag any barriers or support needs so the group can help	<i>Be honest - that's what the meeting is for</i>
<input type="checkbox"/>	Confirm you're coming, or let the facilitator know if you can't	
<input type="checkbox"/>	Bring your completed Between-Meeting Action Tracker to the meeting	<i>Don't leave it behind</i>

The meeting is just the beginning.

Most LWG projects stall between meetings. The phone calls, farm/field visits, and partner conversations that happen in between are where the real work gets done. Show up to the next meeting having done something.

Questions or need support? Contact SDACD, we're here to help you keep moving.