# THE COMMUNICATION BLIND SPOT MEETING CHECK

**A 60-second check before everyone leaves the room**

A meeting can feel clear and still leave people with different understandings. Before your next important conversation ends, use these questions to find out what people actually heard, assumed, and expect to happen next.

## 1. CHECK THE DECISION

**What does each person believe we just decided?**
Listen for different versions of the decision - not just agreement.

## 2. CHECK THE FINISH LINE

**What will success look like when this is done?**
Make sure people are working toward the same outcome.

## 3. CHECK THE NEXT STEP

**What happens next - and who owns it?**
Clarify actions, ownership, timing, and handoffs.

## 4. CHECK THE ASSUMPTIONS

**What are we assuming to be true?**
Surface what people may be taking for granted before it drives the work.

## 5. CHECK WHAT'S UNSAID

**What concern, question, or disagreement haven't we talked about yet?**
Then pause. Give people time to answer.

**YOUR DISCOVERY QUESTION™**

Before you wrap up, ask: **"How do we know we're all leaving with the same understanding?"**

**Don't settle for nodding heads. Don't assume silence means understanding.**
If the answers don't match, that's not a failed meeting. You just discovered a misunderstanding before it became a business problem.

**Discover your blind spots before you discover the damage.**
Charlie Krebs | Creator of the Communication Blind Spot System™