

Setup Guide

For Microsoft Outlook for Windows

LPAS Meeting Model Quick Part

Setting up productive meetings can support greater alignment and clarity for teams and organizations. When setting up your meetings, there are a few key elements that contribute to successful meeting outcomes.

Meetings consist of four elements:

- L – Who is the **leader** of the meeting?
- P – Who are the **participants**?
- A – What is the **agenda** for the meeting?
- S – What **supporting information** do meeting participants need?

Create an LPAS Meeting Model Quick Part in Outlook:

1. Create a new meeting appointment (Ctrl + Shift + A).
2. Type your desired template (e.g., PASS email model) into the body of the meeting invite.

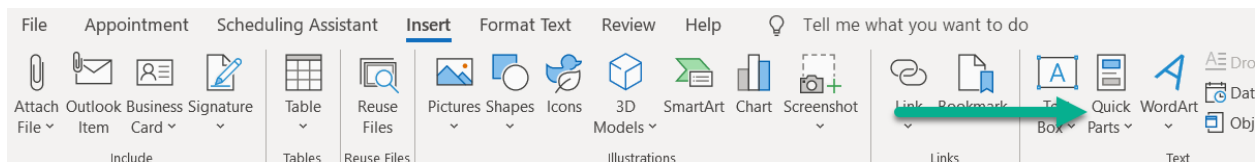
Leader

Participants

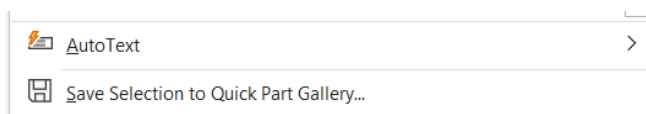
Agenda

Supporting Information

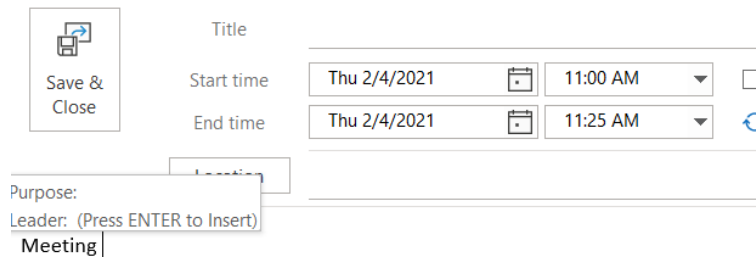
3. Highlight the text, then click on the Insert tab and select Quick Parts.



4. Select Save Selection to Quick Part Gallery at the bottom of the window.



5. Name the Quick Part template. Click OK.
6. Select Insert > Quick Parts and select Quick Part to use. It will insert where your cursor is.
7. You can also type the first letter of the name of the Quick Part in your email body and press Fn + F3. If no two Quick Parts names start with the same letter, your intended Quick Part should be automatically inserted.



Save & Close

Title

Start time Thu 2/4/2021 11:00 AM

End time Thu 2/4/2021 11:25 AM

Purpose:
Leader: (Press ENTER to Insert)
Meeting

Example of an LPAS Meeting Model

Leader:

Sally McGhee – CEO, McGhee

Participants:

Jane Doe – VP, Acme Corporation
 Robert Duman – Project Lead, Marketing team
 Henry Doolittle – Project Coordinator, Marketing team
 John Smith – Executive Consultant, McGhee
 Mary Kay – Client Coordinator

Agenda:

- Confirm project timeline and share updates
- Decide partnership terms and vendor contract guideline
- Review PSR and evaluation results

Supporting Information:

On December 1st we updated the timeline to accommodate our London office, based on the revised times, we need to know if there have been major milestones added or renegotiated so we can update our calendar accordingly.

We will review the attached PSR and evaluation from our seminar on August 15th. You can access the project document [HERE](#). (include hyperlink).

[Include any conference or dial-in information here]

The Meeting Decision Model

Being clear about which meetings to attend can help you create space to achieve results. How do you decide to attend or not attend a meeting? The Meeting Decision Model contains helpful questions to answer when deciding about your meetings.

Clarifying which meetings to attend:

- Does it relate to one of my goals/objectives/priorities?
- What's the value in attending, what's the risk if I don't?
- Can someone attend in my place?

Ask the inviter (if not clear):

- What's the purpose of the meeting?
- What's the agenda for the meeting?
- How do you see I would add value?
- Is there anything I need to be prepared for?