**INSTRUCTIONS:** On the front, rate each standard (1 is low, 10 is high) and comment as needed. Ratings should prioritize consistency and quality of meeting each standard. Then give an overall score for this Moment of Truth. Use the back side for detailed planning.

# MoT #4: Program Planning & Meeting Organization

Standard 1: Program and agenda publicized in advance

1 2 3 4 5 6 7 8 9 10

Standard 2: Members know program responsibilities and are prepared to carry out all assignments

1 2 3 4 5 6 7 8 9 10

Standard 3: All projects are manual projects

1 2 3 4 5 6 7 8 9 10

Standard 4: Meetings begin and end on time

1 2 3 4 5 6 7 8 9 10

Standard 5: Creative Table Topics® and activities

1 2 3 4 5 6 7 8 9 10

Standard 6: Positive and helpful evaluations

1 2 3 4 5 6 7 8 9 10

Overall:

1 2 3 4 5 6 7 8 9 10

Based on the ratings you’ve made, what 3 standards could most use improvement?

What would getting the next rating up look like? What benefits and value would there be?

What would we need to do to achieve that next rating?

Who would do what by when?