



## HOW TO PUT THE COLLABORATOR'S MANIFESTO INTO PRACTICE

**DIAL 844- WEB ADIGO**

**(844-932-2344) *NO ID NEEDED***

**START TIME: 5 MINUTES AFTER THE HOUR  
WE'LL GO FOR 20 MINUTES UNTIL 25 PAST**



**A Conferencing Tips  
Webinar with Brad Volin,  
President of Adigo**



## AGENDA

- Should meetings be endured?
- Make your meetings alive!
  - Moving
    - Growing
    - Creating
      - Adapting
    - Responding





## INTRODUCTIONS

- President, Adigo
- Experience at Public and Private companies
- In the Collaboration industry for 15 years

## TYPICAL ACTUAL SCENARIO

- Forced to attend
- Wrong audience
  - Distracted
  - Multi-tasking
  - Etiquette
- On lunch
- Politics



# STAND UP AND SAY NO TO WORTHLESS MEETINGS!



## Challenges:

- Trouble getting in
- Not interested
- Interruptions
- Too fast
- Too slow
- Monotone drone
- Lousy audio



What is your horror  
(or funny) story?

*confidential*





MEANINGFUL COLLABORATION  
is a disciplined choice – it doesn't just happen  
not just showing up because that's what's  
expected.

Meetings are meant to be vital.

Valuable

ALIVE

*confidential*





Life:

Moving...

Growing...

Creating...

Adapting...

Responding...

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ARE YOUR MEETINGS ALIVE?

*confidential*





EVERY MEETING MUST MOVE  
US TOWARD A SPECIFIC AND ESSENTIAL GOAL.

How can *this* team in *this* meeting improve sales,  
improve relationships,  
cut through old issues, or stop new  
ones before they gain traction?

**For true collaboration, we must zero in on  
the essential.**

If it's not the essential **we must not do it.**







# GROWTH

depends on an excellent, high-functioning team... that seek *true collaboration* with team members.

Because of these, **growth-based collaborators** fight to hold better meetings by...

- Drawing out the best in everyone's thinking
- Inviting diversified perspectives
- Adapting and changing course quickly when storms arise

After all, we are collaborators, and because we are...

*we will use every meeting as a chance to grow.*

*confidential*



# CREATION



The third sign of life is creation. We will use each meeting to create **a specific action plan that actually changes something.**

- Focus on the most important first step
- Empower others to act with clarity of purpose
- Prepare for the unexpected

Without this kind of plan, anything goes, everything goes everywhere, and nothing actually happens.

**who is taking what steps, when, and why.**

# ADAPTATION



The fourth sign of life is adaptation. Today we must adapt to our teams being spread across the globe.

Much of that adaptation comes down to using technology well.

We say **NO** to discussion-halting performance issues, limitations on attendance, slow and unresponsive customer service, ridiculous entry rituals, and poor sound quality.

Do NOT



We will not settle for using generic tools and services that

save us some money up front, but

cost us mission-critical communication --

or that wastes the precious time we have!

# RESPONDING



*“Life is 10% what happens to you and 90% how you react to it.”*

When obstacles appear,  
Do You Respond Like A Cargo Ship Or A Speed Boat?

**we will use our meetings to notice and challenge the things that are not working and find a better way.**

# MANEUVER



**We will not cling to a dead meeting plan.**

**We will not be slaves to the standard meeting format.**

We will change the amount of time, when we meet, the meeting style, and the hats we wear as needed

# Meetings are dead... and they're killing us.

But we believe **we can bring them back to life.**

How?

By *relentlessly*

**REMEMBERING and HONORING**

their **PURPOSE:**

**Communication, Connection, and Collaboration.**



# TAKE BACK



**We must take these hours back**

**We must become essentialists**

**We must seek meaning and purpose in our meetings.**

One meeting at a time,  
we must move forward.







## FREE RESOURCES FOR BETTER MEETINGS AND CONFERENCE CALLS

- The Ultimate Library of Meeting Leader Guides
- Death by Meeting, by Patrick Lencioni
- Practical tips and techniques for designing a collaborative meeting
- Optimized Conferencing for:
  - Law Firms
  - Marketing & PR Agencies
  - Consulting Firms
- The Hidden Costs of Generic Conferencing
- A Guide for Better Call Flows and Prompts
- The Content Marketer's Guide to Webinars by Shelby Britton
- <http://www.timeanddate.com/worldclock/meeting.html>
- Michael Hyatt This is your life Podcast, 7/16/2014





## CONNECT

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**How helpful was this? 1 (not much) – 5 (super)**

**For links, details and references, see our post:**

[3 Credos Growth-Based Collaborators Have for Holding Better Meetings](#)

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[Register for an upcoming Conferencing Tips Webinar](#)

