

# MAKING MEETINGS BETTER

Respect meetings. Your time is valuable.

Assume positive intent.



## MEETING ORGANIZER:

*/ˈmēdiŋg ˈôrgəˌnīzər/*  
*noun*

the person responsible for making a meeting a good use of time

## BEFORE THE MEETING

### ◀ 1 ▶ Decide that a meeting *is* indeed necessary.

There are generally three types of meetings: info-sharing, info-seeking, and decision-making. Info-sharing meetings can often be accomplished sans meeting with the help of email or interoffice chat tools. Before breaking out the calendars ask yourself, "Do we really need to meet?"



### ◀ 2 ▶ Invite the right people.

Organizers, assign a note-taker and any presenters ahead of time. Note: you own your time. Don't believe your attendance is necessary? Feel empowered to speak up and seek clarity from the organizer prior to RSVPing.

### ◀ 3 ▶ Choose and appreciate location and medium.

Make this decision based on the # of attendees and the purpose of the meeting.



### ◀ 4 ▶ Keep your calendar updated so organizers can determine availability.

Block 8–5 for PTO days, and block time for traveling to offsites, appointments, and personal time.



### ◀ 5 ▶ Send out a clear agenda at least 24 hours in advance.

The agenda should include topics to be covered and the goal of the meeting. Double-check that following the agenda will indeed accomplish the goal.



### ◀ 6 ▶ Prepare ahead of time.

Read the agenda and complete any work that was assigned by the organizer. The organizer books a room, prepares technology, and is ready to crush the meeting.



### ◀ 7 ▶ Tailor the meeting length based on its purpose.

Don't default to the calendar's 30-minute increments —book the time you need to accomplish the goal.



## DURING THE MEETING

### ◀ 1 ▶ Start on time.

Funny thing happens when meetings start on time: they have a higher likelihood of ending on time.

### ◀ 2 ▶

#### Recap the meeting's purpose.

Ensure participants know the agenda and goal of the meeting.

### ◀ 3 ▶ Stay on topic.

Help rein the conversation in when it's gotten too far off track.



### ◀ 4 ▶ Avoid electronics.

unless you're using them to present or they've been approved by the organizer. Your Insta-feed will be there when the meeting is over.



### ◀ 5 ▶ Wrap up.

Conclude with a summary, clear next steps, and action items.



### ◀ 6 ▶ End on time.

If there are 10 minutes remaining and you recognize you're going to need more time, ask if everyone can continue. If not, use those 10 minutes to wrap up and get the show on the road.

## AFTER THE MEETING

### Organizer distributes notes...

which include action items and owners.



## THE END RESULT?

Happier, more productive teams!

