

LEADER CONVERSATION GUIDE

How to Raise Your Team's Productivity by 30%

Episode 132

3 Questions to Answer in EVERY Team Meeting

Everyone wants to be more productive, and there's an exploding industry of apps, journals and resources that promises to help. But what if there were a few simple (and free!) steps that could increase your team's productivity by 30 percent? In this episode, Tony, Amy and Lance share three questions to ask in every meeting that could radically impact how your staff gets things done.

The Problems with Our Meetings

- Studies show that the average professional loses 31 hours per month in unproductive meetings. Other research estimates that 50% of meeting time is wasted time.
- But in church, meetings are an important part of how we move the ball down the field to accomplish our vision. The problem isn't meetings—the problem is bad meetings. Have you been in a meeting this last week that felt like a waste of time? That took place only to share updates which could've been shared via other channels, like email or Slack? That ended without clear, documented decisions or clear ownership for next steps?
- We rarely evaluate our meetings. When was the last time you asked yourself and your staff at the end of a meeting, *"Was that a good use of our time? Were we productive?"*

3 Questions to Land a Meeting Effectively

- The last 10-15 minutes of a meeting—how you “land” the plane—are critical to raising team productivity. With enough time to be thorough, which will depend on the length of the meeting and the number of agenda items discussed, make sure to answer three questions:
 - a. ***"What did we decide?"***
Get clear on what was a *decision* vs. what is an unfinished *discussion*. When you're leading the meeting, push for clear decisions. It's the difference in football between standing in a huddle and snapping the ball: If you made a decision, the team should be able to move into action/execution right after the meeting.

b. **“Who needs to know what we decided?”**

George Bernard Shaw once said, “*The single biggest problem in communication is the illusion that it has taken place.*” Communication is a perpetual problem in virtually every organization... and churches are certainly not exempt. If you want to destroy staff morale, let your team find out about a key decision via the stage announcement time of a weekend service. When we communicate well, it not only gets the necessary information to the right people, it also communicates *value*.

c. **“Who is responsible and what are the action steps?”**

Ultimately, all ideas become work that *somebody has to own*. Aim to have just one name attached to every decision made in a meeting. When everybody owns it, nobody owns it. Be clear on exactly what they need to deliver and by when—even if that deliverable is to do the research and complete the timeline for executing on the decision.

Next Steps

- Take some time this week to audit and evaluate the meetings taking place on your church staff. Do they all need to happen at the frequency they are happening? Are you answering the three critical questions outlined above in every meeting?
- Read [The 5 Dysfunctions of a Team](#) by Patrick Lencioni. Learn how to cascade communication effectively.
- Talk with us about the [Unstuck Teams](#) process. We guide pastors to build staff teams that love working together and get stuff done—spiritually, emotionally, and relationally healthy, as well as productive and high-performing. Check out theunstuckgroup.com/teams to learn how it works and start a conversation with our team.

Listen to the episode on iTunes or at theunstuckgroup.com/episode132.