

Good Meetings

The Ugly Truth About Meetings

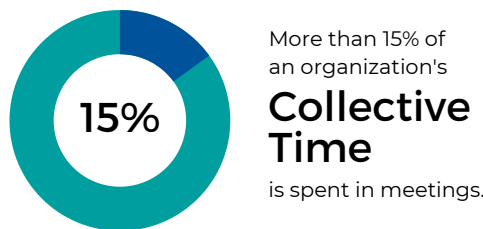
Meetings are meant to be an engine of productivity in the workplace. But, the truth is that many meetings end up adding little value - people talk, but ideas quickly disappear with no outcomes or follow-up.

What's the Harm in Unproductive Meetings?

It Wastes Time



It Wastes Our Organization's Time



It Wastes Money



How to Plan A Good Meeting

A successful meeting begins far before you ever address the group. Solid planning ensures your meeting will go smoothly, and everyone involved will have a clear understanding of the goals and next steps.



Outcome over Aim

Plan and share an agenda that has specific outcomes as opposed to general aims. People want to leave a meeting with clear directions on what to do next.



Check Resources & Tech

Do you have all of the meeting tools you want? Who will take notes? Will cameras be on? It can be helpful to create a checklist to ensure you have everything and everyone you need.



Who is Needed?

It can be frustrating to be in a meeting that you didn't need to attend. Invite only those who need to be there.



Confirm Everything

Has everyone responded to your meeting invite? A quick reminder on Slack pays dividends. Are all of your tools up and running properly. Check ahead of time so you aren't trying to find that slide deck at the last minute.



Understand the Agenda

Make sure all participants understand the purpose of the meeting and its goals. Are you expecting others to share? Make sure they know what, why, and when.



Follow Up

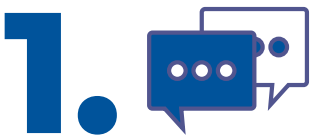
If possible, get feedback at the end of your meeting to learn how you can improve next time.



Tell the Time

Send out meeting invites in advance. Give people time to review the agenda and prepare accordingly. Use a visible timer to establish limits on agenda items to increase productivity.

Three Questions to Ask Before Scheduling Your Next Meeting:



1. Is this meeting necessary? Or could this work be done via Slack/Email?



2. Who must attend this meeting? Be clear about required vs. optional participants.



3. Does this meeting have a clear focus? Share your agenda, send materials, & capture action items.

Tips for Better Meetings:

- Schedule Shorter Meetings
- Start & End On Time
- Set Clear Expectations
- Send Materials in Advance
- Avoid Monologues
- Stay Focused
- Capture Clear Points & Action Items



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