

How to Run Meetings They Won't Run From



Written (largely in pointless meetings)
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“I’m looking forward to our weekly staff meeting.”

—*Nobody, Ever*

Share this little booklet!

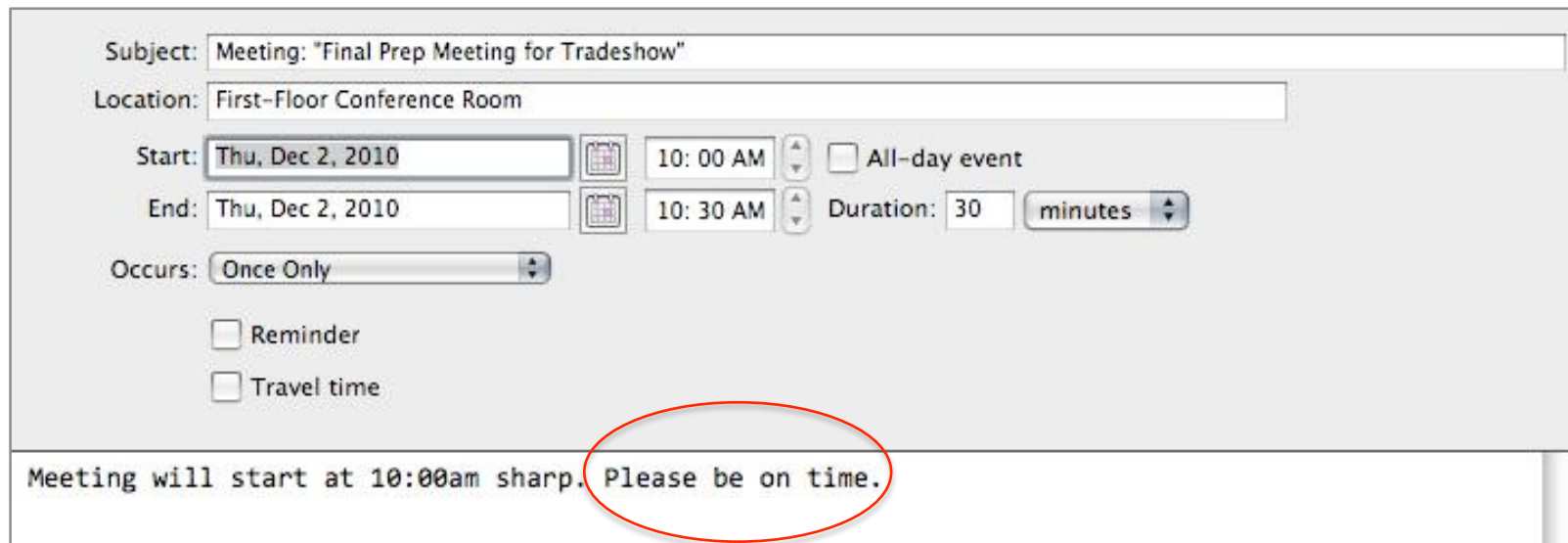
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Please, pass it on!

HOW TO RUN A GREAT MEETING

11 tips

1. Start your meeting on time

If they're late, they'll learn.



Subject: Meeting: "Final Prep Meeting for Tradeshow"

Location: First-Floor Conference Room

Start: Thu, Dec 2, 2010 10: 00 AM All-day event

End: Thu, Dec 2, 2010 10: 30 AM Duration: 30 minutes

Occurs: Once Only

Reminder

Travel time

Meeting will start at 10:00am sharp. **Please be on time.**

2. Be the moderator

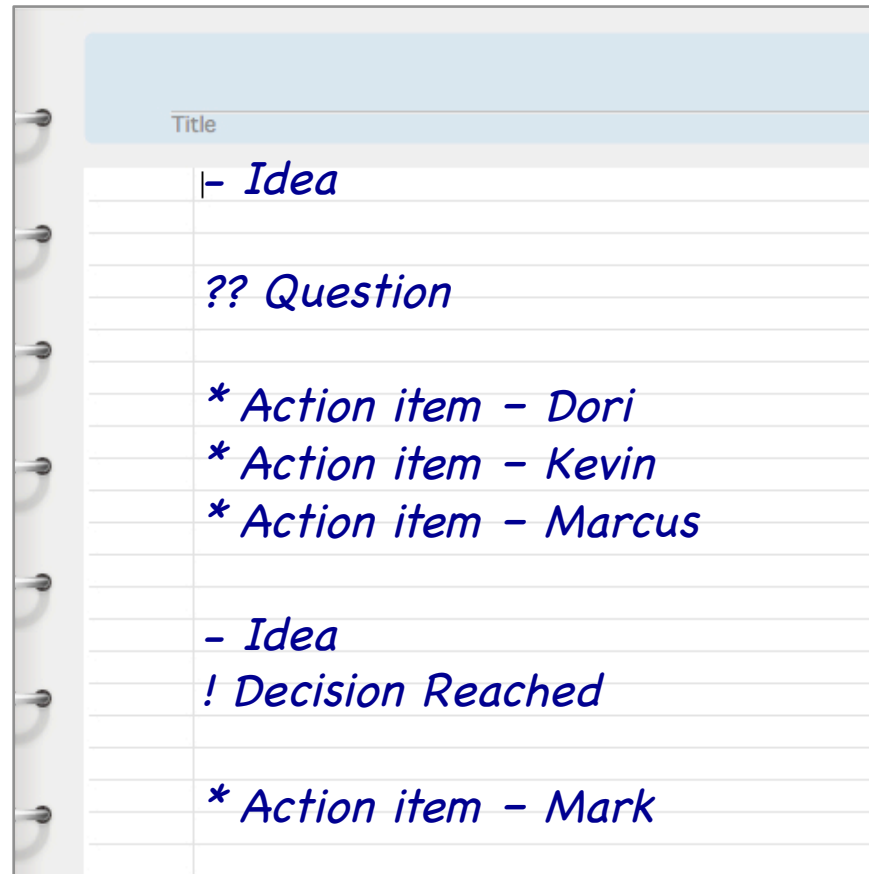


- Set the tone
- Watch the clock
- Manage conflict
- Keep team on topic
- Keep team engaged

3. Don't allow laptops or phones



4. Assign someone to take notes

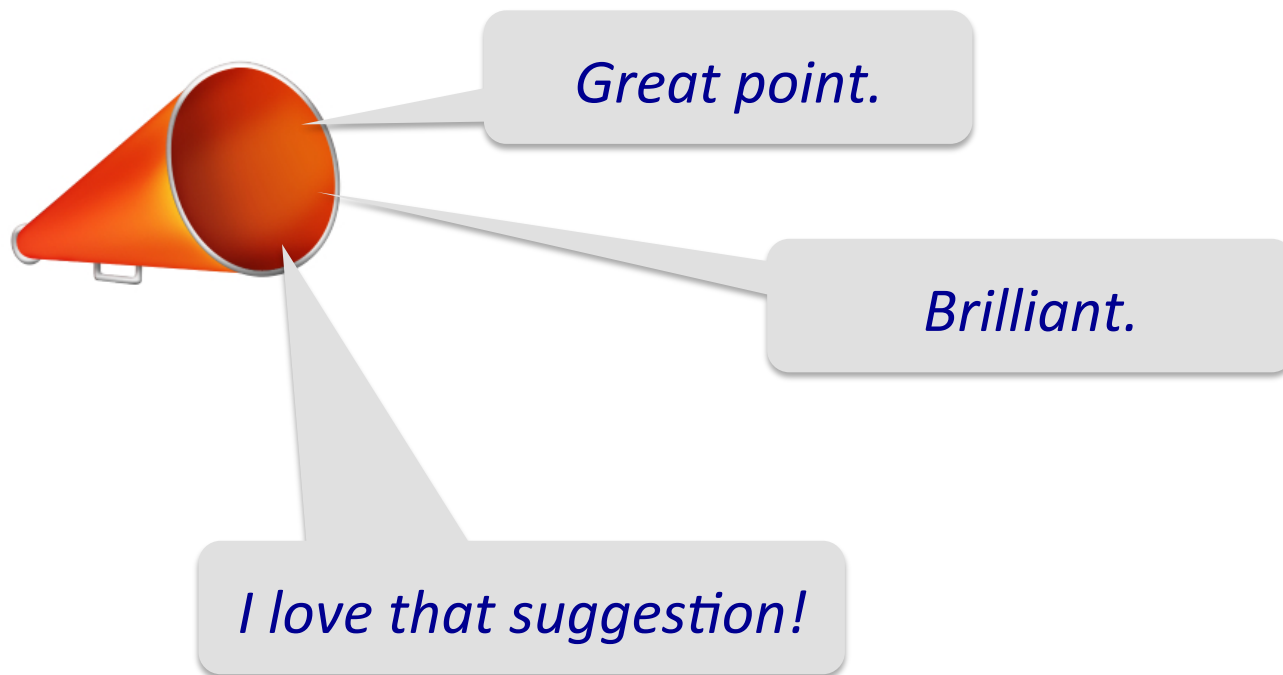


5. Respect your dial-in attendees

Make sure everyone remembers they're on the line.



6. Acknowledge good ideas



7. Set up an idea “Parking Lot”

Some ideas are great but not on topic.



8. Invite relevant and useful guests

Give your team a broad perspective.



9. Demand precise language

~~“We’re taking it to the next level.”~~

~~“We’re finalizing that proposal right now.”~~

~~“I’ll have it ready for you any day.”~~

~~“The response to our new initiative has been outstanding!”~~

10. Don't expect everyone to talk



11. Recap decisions and actions



11 tips for great meetings

1. Start on time
2. Be the moderator
3. Don't allow laptops
4. Assign a note-taker
5. Respect the dial-ins
6. Acknowledge good ideas
7. Set up idea "parking lot"
8. Invite relevant guests
9. Demand precise language
10. Don't make everyone talk
11. Recap actions and decisions

What to ask from your attendees

1. Be on time
2. Review the agenda
3. Think of good guests
4. Share relevant stories
5. Don't bring laptops
6. Bring paper and pen
7. Stay on topic
8. Be precise
9. Respect the dial-ins
10. Own your action items

Bonus tip: play devil's advocate

Make attendees defend their decisions.



"I agree."



"Uh huh."

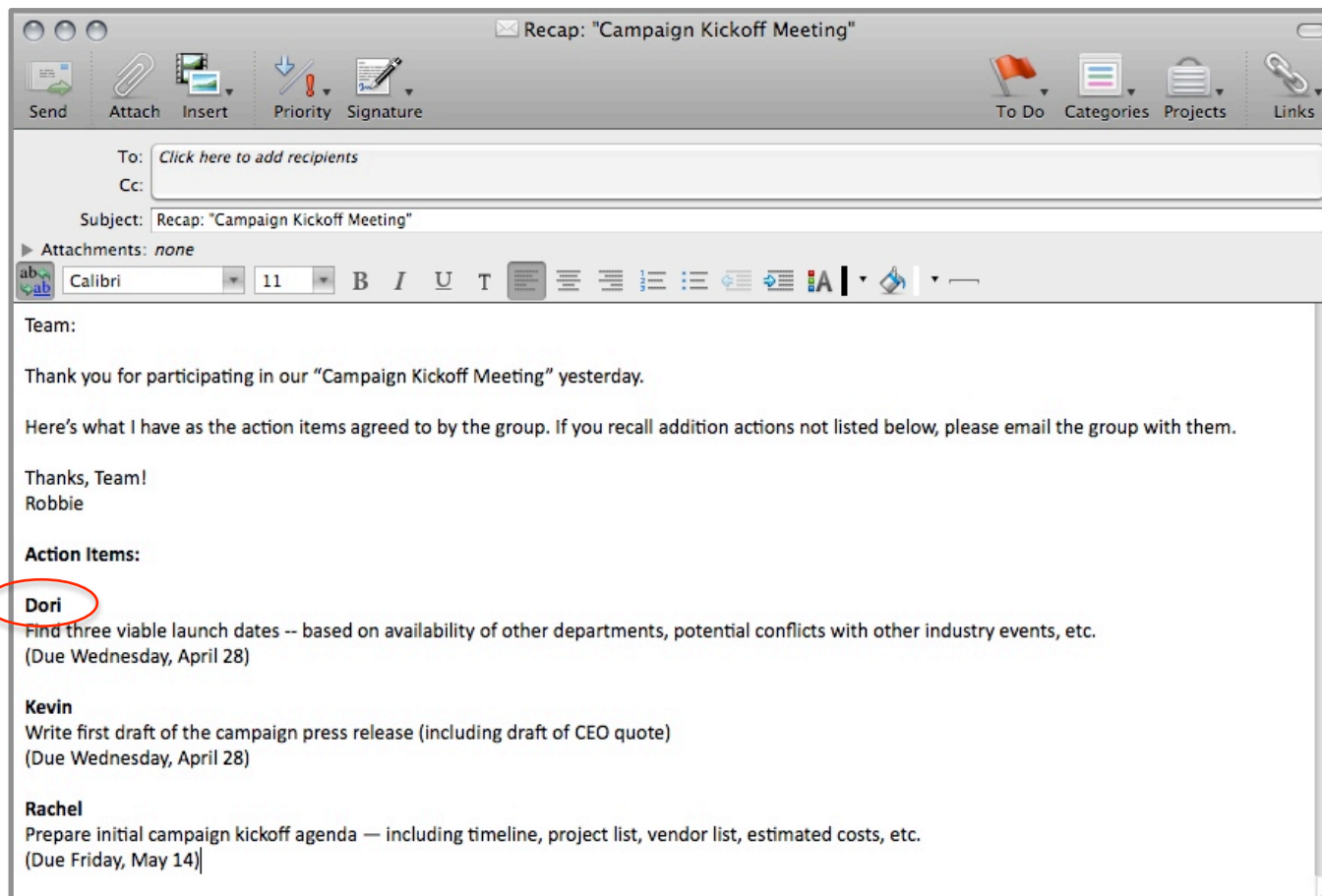


"Sounds fine."

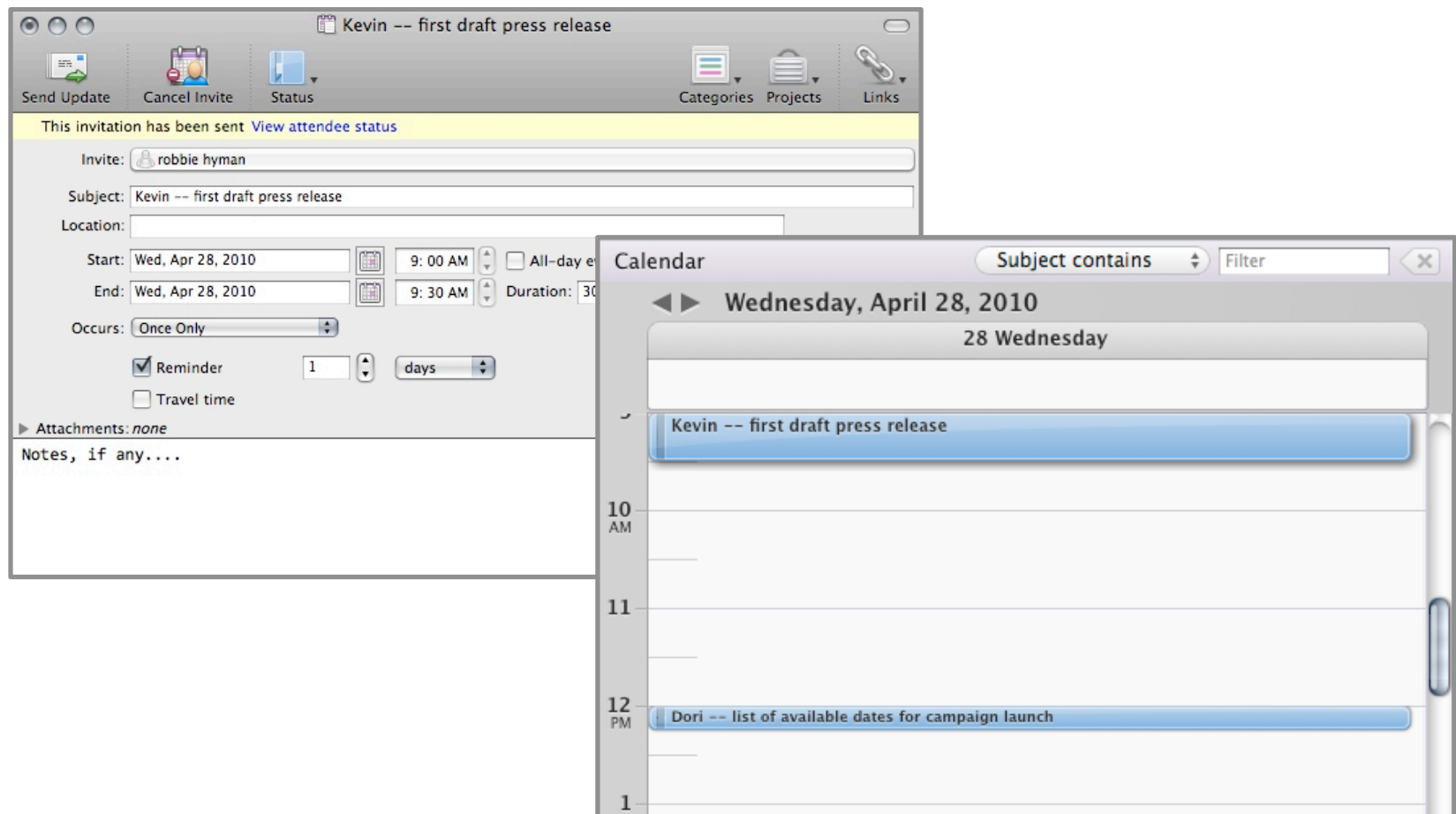
KEEP THE MEETING MOMENTUM GOING

3 post-meeting tips

1. Send a recap of decisions and actions



2. Put action items on your calendar



3. Ask for post-meeting insights

We often come up with great ideas after the meeting.

