

Meeting Guide

A world-class company has first-class meetings because people, work, time, and communication matter. Meeting failure impacts everything else.

Effective meetings generate open dialogue, healthy disagreement, respectful compromise, clear and timely decision-making, and a shared commitment to the go-forward plan.

Best Practices Checklist

You can (and should) opt out or leave a meeting when these elements are not included.

- ✓ **Have a clear agenda**
 - Make the purpose of the meeting and the key discussion topics crystal clear. Leverage helpful templates to stay on track.
- ✓ **Use a "parking lot"**
 - Set aside all items that are not critical to this meeting topic.
- ✓ **Strategize the start and end**
 - Start on time, end on time.
 - Begin with 5 min on goals; end with 5 min on next steps.
 - Avoid back-to-back meetings – they deplete energy.
- ✓ **Shrink the size**
 - Include the smallest number possible. Invite only the pertinent participants to the room, not those who only need to be informed.
 - Let people opt out – make decisions without you, or provide asynchronous input before the meeting.
- ✓ **Define roles**

Establish who is doing what:

 - Presenter/facilitator (responsible).
 - Decision-maker (accountable).
 - Subject matter expert (consulted).
 - Note taker/disseminator.
- ✓ **Match time to scope**
 - Tightly contain how much time is dedicated to each topic.
 - Avoid arbitrary lengths. Block off the time needed to complete the discussion. Don't assume 30 min or an hour.
- ✓ **Prioritize the pre- and post-work**
 - Don't think of meetings as 'where I start engaging this topic.' Meetings are not for information gathering. That occurs outside of the meeting.
 - End the meeting by assigning next tasks with set due dates.

Not everything needs a meeting

Communicate asynchronously

Make relevant, updated information accessible. This is critical for supporting hybrid workstyles.

- Consider Loom videos as a replacement and/or primer for meetings.
- Create a team page for updates, agenda items, etc to reduce interruptions and better track progress.
- Store meeting notes in an accessible location so people don't have to attend to be informed.
- Provide opportunity for a larger group to provide input prior to the meeting.

Adopt consistent email standards

Apply labels to your subject lines:

- **FYI** – don't respond. If you are cc'ed or the email is forwarded with no subject line edit, it's an FYI.
- **Action** – include 'task + request by date' to subject line.
- **Urgent** – must include 'urgent' in subject line + response requested by.

Why we meet:

Decide

Learn

Bond

Do

We must commit to a disciplined rather than relaxed approach to how we structure and run meetings.

Meeting Discussion Guide Example

Monique M. Hennink



Meeting Discussion Guide Example:

The Enigmatic Realm of **Meeting Discussion Guide Example**: Unleashing the Language is Inner Magic

In a fast-paced digital era where connections and knowledge intertwine, the enigmatic realm of language reveals its inherent magic. Its capacity to stir emotions, ignite contemplation, and catalyze profound transformations is nothing short of extraordinary. Within the captivating pages of **Meeting Discussion Guide Example** a literary masterpiece penned by a renowned author, readers set about a transformative journey, unlocking the secrets and untapped potential embedded within each word. In this evaluation, we shall explore the book's core themes, assess its distinct writing style, and delve into its lasting impact on the hearts and minds of people who partake in its reading experience.

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