

MANAGE YOUR MEETINGS LIKE YOU'RE THE BOSS

(even if you're not!)

Keep control

1. Establish clear objectives.
Include them in the agenda
2. Send agendas, minutes, and reports well in advance
3. Manage the discussion so everyone can contribute
4. Watch the clock and don't let people talk too long
5. Summarize *who* and *when* for each decision made

Manage participants

TTO: Ask everyone to Turn Technology Off. They'll stay focused and participate more so the meeting ends earlier.

Avoid diversion: Don't explore everything. Ask "Is this new topic more urgent than the current one?" Probably not.

GELC: "Good Enough, Let's Continue"; Call GELC when the discussion keeps going but the progress has stopped

Ensure understanding

1. Summarize discussions from time to time.
2. Make sure ALL decisions are included in the minutes.
3. Invite questions, especially if someone looks lost



Sound familiar?

For better or for worse, meetings are as much a part of business life as the coffee

machine. You can make your meetings shorter and more efficient with a few tips (on the left) and some clear expressions (below) to help manage the discussion in a polite but professional way.

Clarifying objectives	-Our only objectives today are....Let's limit the discussion to these topics. -Today, we will discuss the items on the agenda but other subjects can be added to next meeting's agenda.
Setting the rules	-Please turn off all unnecessary technology. We'll be able to finish more quickly if we're all attentive. -If you don't understand something, please feel free to ask questions.
Stopping people who talk for too long	-Thanks Patrick, I think you've made your point. We'd like to move on if possible. -We have a time limit today, so would you mind summing up briefly the most important information? -We have several other topics to cover, so let's move on from this discussion.
Ensuring comprehension	-Let's summarize those decisions, just to be clear. -If anything is not clear about that, please ask now. Don't be afraid. If you have a question, someone else does too.
Summarizing	-Here are the decisions made today. -Let me go over who is doing what after this meeting.