

# Step by step guide to **EFFECTIVE MEETINGS**

Before the meeting

## GOOD PURPOSE

Making decisions  
Brainstorming  
Collaborating  
Taking action

## BAD PURPOSE

Oral reports  
Sharing info that could have been emailed

## STEP 1 Define a purpose

## STEP 2 Design the agenda

Take time to plan agenda so attendees can prepare



Allocate sufficient time for each agenda item

Most important item at top of agenda

Insist all relevant materials & reports are read before meeting

*It's meeting time!*

## STEP 3

### Start on time

- No tardiness!
- 1.5 hours is a good maximum

## STEP 4

### Focus discussion

- No side conversations
- No electronic distractions
- Make a note of important off-topic discussions for later time

## CHECK POINT

- Clarify misunderstandings now
- Summarize key points of agreement

## STEP 5

### Speak up

- Let the people speak
- Anyone have something to add?

## STEP 6

### Implement decisions

- Assign tasks for follow-through
- Make a specific timeline

**AFTER THE MEETING** Follow up and distribute meeting notes ASAP  
Remind attendees of their new tasks