

Three Tips for Better Meetings

The two most common complaints about meetings are:
“We didn’t accomplish anything.” “I was bored.”

Here are three tips to make your next meeting more productive and engaging.

Action Agendas

The single most important predictor of success is a well written agenda.¹
An agenda is to your meeting what a road map is to a trip. It gets you where you want to go in the time you have planned. Two things to include in your next agenda are:

1. **Clearly stated purpose.** Why you are having the meeting.

Example: The purpose of this meeting is to finalize plans for the training.

2. **Action items**

1.Training Content	Brainstorm ideas	Mary	20 minutes
--------------------	------------------	------	------------

Minutes that Motivate

“Who was supposed to do that?” Clear concise minutes determine what is remembered and whether follow up action is taken. Minutes should record: what was decided, what was accomplished and any action items agreed on.

Action	Identify at least two potential facilitators	Mary	By May 1
--------	--	------	----------

Include Interaction

A solution or idea created by a group should be better than what any one person could do alone. That is why you have a meeting. This synergy can only happen if people are passionately engaged. To increase interaction at meetings “mine for creative conflict.”²

- Encourage respectful disagreement. “Does anyone disagree?”
- Seek different opinions. “Have we missed any perspectives?”
- Reward people who take risks “Thanks for sharing, I hadn’t thought of it that way.”

How often have you heard or thought “I can hardly wait until this meeting is over so I can **get back to work.**” Meetings should be “where the real work happens.”²

Remember the Golden Rule:
Plan meetings you would be excited to attend.



1. Andy Goodman, Dramatically Better Meetings 2. Patrick Lencioni, Death by Meeting