

Run Better Meetings

Prepare

1. Do you really need a meeting?
2. Success criteria.
3. Write a purpose.
4. Write an agenda (as questions to be answered).
5. Note required pre-work.
6. Schedule it -- short and small.
7. Solicit feedback.

Facilitate

1. Start on time.
2. Review purpose and agenda.
3. Always use a timer.
4. "Parking Lot" diversions.
5. Someone takes notes.
6. Assign actions with due dates.
7. Note decisions.
8. End on time.

Follow Up

1. Send out notes ASAP.
2. Call out actions & decisions.
3. Track tasks.
4. Schedule follow-up if needed.

