Improve your next team meeting

Get the most out of your meetings. Save everyone's time. Follow these 3 easy steps. Let’s go!



Step 1. Choose an upcoming meeting you want to improve and fill in the blanks:

- [ ] Meeting date and time (____/__/__ __:__
- [ ] Meeting location
- [ ] Meeting objective
- [ ] Your name
- [ ] Your email
- [ ] Participant's name
- [ ] Participant's email

Step 2. Go through the list of an effective team meeting.

Before the team meeting:

- [ ] Clearly defined objective is set
- [ ] Participants are determined
- [ ] Meeting time is set
- [ ] Meeting location is set
- [ ] Agenda is prepared

- [ ] Room is prepped and ready

During the team meeting, I'll make sure that:

- [ ] Team meeting will start on time
- [ ] Meeting agenda will be reviewed
- [ ] Purposes will be made clear
- [ ] Agenda will be followed
- [ ] One topic will be discussed at a time
- [ ] Discussions will be relevant
- [ ] Each agenda item will be wrapped-up out loud
- [ ] Time schedule will be followed
- [ ] Everyone will have a chance to express opinion
- [ ] Open-ended questions will be used
- [ ] Progress will be made towards the objective
- [ ] Important discussions will be summarized
- [ ] Responsibilities and deadlines will be documented
- [ ] Time and place for the next meeting will be set
- [ ] Team meeting will end on time
- [ ] Everyone will leave the room knowing the next step

After the team meeting, I'll make sure that:

- [ ] Participate will receive a follow-up memo within 24 hours
- [ ] Delegation decisions will be followed-up
- [ ] Unfinished business will be put on the next meeting agenda

Step 3. Now send this information to participants.

- [ ] The attendees will be aware of your intentions and guidelines. The social pressure will make sure you'll stick to your commitment.

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