

ANATOMY OF A GREAT Meeting

 Before you hit "send" on your Outlook meeting organizer **CONSIDER** ...is a meeting the best forum for what is needed?

<p>Do you need a question answered?</p>  <p>PICK UP THE PHONE</p>	<p>Are there difficult or sensitive issues?</p>  <p>MEET ONE-ON-ONE</p>	<p>Is it a recurring meeting with no news or updates?</p>  <p>CANCEL</p>
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BEFORE

Determine structure and purpose

 Who needs to attend ?	 What is the objective ?	
 How much time is needed?	 What preparation will help?	
 What is your role ?		
1 Are you there to push a group to a decision?	2 Are you responsible for making a decision?	3 Are you seeking information?

Communicate in advance

- ➔ Develop a **written agenda**; assign owners to each item
- ➔ **Send agenda** and supporting materials in advance
- ➔ **Set expectations** for in-person or video attendance
- ➔ **Set context/framing** for meeting
(Why is this meeting being held?)
 -  by email if possible
 -  by phone if needed to engage key stakeholders

DURING

1 Start/Finish on time	2 Assign a note-taker and a time-keeper	3 Provide context/framing at the outset (Why are we here?)
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4 Manage the discussion

<p>Making an ask? Do it early, be specific <i>"To reach our objective, our team will need a piece of collateral to communicate the new vision."</i></p> <p>Off-topic ideas coming up? Put them in a parking lot <i>"Good point. Can we come back to it next time?"</i></p>	<p>Discussion wandering? Bring it back to topic <i>"Great discussion, but I want to keep us focused on the issue at hand."</i></p> <p>People talking too long? Set time limits <i>"I've asked each person to take no longer than 5 minutes to present their case."</i></p>	<p>Want attendees to stay engaged? Use active listening strategies <i>"I'm aware of the impact this has on your team."</i></p> <p>Want attendees to feel invested in the outcome? Acknowledge their mind-sets and interests verbally <i>"What I'm hearing you say is..."</i></p>
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5 Follow the agenda a. Set goals and objectives for the meeting and for each agenda item b. Establish owners for agenda items	6 Review next steps and establish accountability (Who will do what by when?)	7 End early when possible to enable timely arrival at next appointment
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AFTER

FOLLOW-UP ➔ **Send brief notes** to meeting attendees and people who were absent, focusing on:

-  Decisions made
-  Action items and owners

DEBRIEF ➔ **Review** what worked and didn't and note that for next time 