
HOW TO HOLD EFFECTIVE MEETINGS

By The Process Maven™

INTRODUCTION

We all have meetings. They are utterly unavoidable. Many are a complete waste of time, or at least partially. If you want to increase your time efficiency as well as impress those around you for meetings you hold, follow these 11 Keys below to Holding Effective Meetings.

11 KEYS FOR HOLDING EFFECTIVE MEETINGS

BEFORE

1. Do not schedule your meeting immediately before or after other meetings. Allow “movement” time for attendees to come from their prior commitments, use the bathroom, get a refreshment, etc. This is good practice to implement in your own calendar as well.
2. Send the itinerary in the meeting invite.
3. Include purpose and goals in the invite to avoid “meeting creep” (other topics coming up during the meeting that aren’t related). This will prepare your attendees mentally for what to expect.
4. Follow-up with high priority attendees before to ensure they are coming. This will ensure you do not have one high priority attendee who is necessary for the meeting not show up, wasting time for those who did show up, and forcing you to reschedule.
5. Sent out pre-read prior to the meeting if needed. This will also save time going over or explaining certain items in the meeting.
6. For important meetings, arrive at least 30 minutes prior to ensure the room and equipment is set up properly. You may even want to check the room the day before or morning of if the meeting is especially high profile.

DURING

7. Keep time during the meeting, or assign someone else to.
 - If other topics come up during the meeting that need to be addressed, write them down to be looked into afterwards, keeping the meeting on the outlined topics.
 - If one part of your meeting begins to run over the allotted time, offer to come back to it after the meeting is over for those interested, or set up something later to revisit.
8. Record actions during the meeting.
9. Allow time at the end of your meeting to review actions and assign owners and timelines.

AFTER

10. Send out a meeting summary along with the action plan after the meeting for reference and reinforcement.
11. Follow-up on meeting actions afterwards.

MEETING ITINERARY TEMPLATE

TITLE:

What is a short title that will give indication of the meeting purpose?

PURPOSE:

Why are you setting up this meeting?

GOALS:

What do you want to get out of this meeting?

PRE-READ:

What information do participants need to digest beforehand to make your meeting more efficient?

AGENDA:

How long will each item take? How long do you have for the meeting?

Item	Presenter	Time Allotted

ACTIONS:

What actions come out of this meeting? (Fill this out during or after your meeting).

Action	Owner	Due Date