



# Effective Meetings

1. A meeting worthy of people's time is worthy of preparation. Take time to be clear on goals and concise background context.
2. State expectations that people stay off emails and other devices unless unavoidable. Hold people accountable to it.
3. Start the meeting clarifying specific goals and reiterate the goal for each item as it comes up.
4. Take 5 minutes of silent reading to allow people to focus on mindset, goals, and objectives.
5. Attach related links and threads to save people diving back into files while the presentation occurs.
6. For important items or decisions, ask members to pre-prepare 2-3 minute summary of their preferred option to avoid group think and get all view points on the table. If each person agrees, your work is done. If disagreement, it is a strong foundation for debate.
7. For each item requiring discussion, be explicit about the question we seek to solve. Eg, instead of "item 6 is a restructure consideration", try "Can this new business line be absorbed in the current structure?"
8. Pre-prepare the best structure to meet the objective. Eg Will it first benefit from 5 minute brainstorm, Then rule out non viable options by Q1, then list pros and cons of each. Then refer for financial viability and reschedule, SWOT, and RACI frameworks might also fit.
9. Keep to time and have a time keeper reassessing whether discussions continue or defer.
10. Record clear outcomes and decisions.