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## HOW TO MAKE MEETINGS MORE EFFICIENT AND PRODUCTIVE

Meetings, whether they are regularly scheduled or suddenly convened, are often considered a “necessary evil” in every business or organization. Necessary they must be but evil they shouldn’t be. Meetings can – and should be – productive if they are well-planned and executed. This is how they can be.

1. Be sure each meeting is necessary and has an objective.
2. Only include people who need to be involved.
3. Set an agenda and distribute it in advance. A good agenda keeps the meeting on track and ensures you will accomplish the objective.
4. Announce the start and end times. Begin the meeting on time and end it on time.
5. Prepare and distribute all necessary materials in advance. But don’t allow PowerPoint slides that the speaker reads from. If lists or outlines are needed, have them prepared and distributed in advance.
6. Moderate the meeting and keep it moving forward and on course. But don’t dominate it or allow any attendee to dominate it. Get all the attendees to participate.
7. Clarify the decisions made, the action items, who is responsible for each and the date for completion or follow-up.
8. Determine the date and time of the next meeting – if one is necessary – while everyone is still in the room.
8. If necessary, distribute minutes afterwards – as soon and as brief as possible.

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