How to have an effective meeting

Many meetings are a waste of time, but there are a few things you can do to make them very effective.

1. Plan the meeting
   1. Publish an agenda ahead of time including topics to discuss and decisions that need to be made in the meeting
   2. If this is a problem-solving meeting, set the expectation that each attendee personally observes the problem prior to the meeting. Don’t let them attend if they haven’t.
2. Assign a few key roles prior to the meeting
   1. Leader - Set the agenda, invite attendees, provide any data available
   2. Recorder – Document all decisions and action items
3. Start on time/Stop on time
   1. If you start 6 minutes late for a one hour meeting, you start out by wasting 10% of your meeting time
   2. Don’t let meetings run beyond the scheduled time
4. Close the meeting
   1. Review all decisions and action item assignments
5. Follow-up
   1. Publish the minutes from each meeting
   2. Follow up on action item assignments

Establish these good habits and stick to them to make your meetings more productive.

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