

Meetings

You will spend a lot of time in meetings. Here is a list of guidelines for them when you run one:

- 1) Establish a clear objective for the meeting.
- 2) Decide who to invite.
- 3) Have an agenda for all meetings.
- 4) If the meeting is worth attending prepare for it.
- 5) Start on time.
- 6) Establish meeting rules.
- 7) Stay on topic.
- 8) Stop anyone from hijacking the meeting and stay in control.
- 9) In reference to items 6-8 nicely cut people off if need be.
- 10) Meeting that ends when a decision is made is a good meeting. Meetings that end with the clock are not very good. They are FYI and status meetings. There should always be a "what ends the meeting" goal.
- 11) Confirm the action plan from the meeting.
- 12) Schedule the next meeting.