

DTD Episode 54 Show Notes

Do You Hate Meetings?

5 Strategies to Create Meetings You'll Love

Common Meeting Frustrations

- Meetings Starting and Ending Late
- People Not Attending or Not Prepared
- Feeling Like You are Wasting Time
- Unclear Objective ~ Why Am I Here?
- Including Unnecessary People in the Meeting
- Dealing with Power Struggles and Undefined Roles
- Texting/Emailing During Meetings!
- Sidebar Conversations
- No Follow Through / No Progress



Want to create even more pain around meetings? Do the Time is Money Activity

Calculate: Average salary x # people in meeting x length of meeting = SCAREY!

#1 Know the Purpose of the Meeting & What Participants Must Play

Clarify Type of Meeting

- Information Giving
- Information Exchanging
- Information Creating
- The Meeting Must have at Least 1 Goal
- *A Real Goal*

- A Meeting Must Add Value
- ***Real Value***
- A Series of Meetings Must Create Progress
- ***Real Progress***

Before you even book the meeting ask yourself – do we really need it? Is there another way to accomplish what must be done?

Does it Really Require a Meeting?

- Is there Another Way to Communicate?
 - Email
 - Shared Documents
 - Network, Google Docs, DropBox
 - Web Conference/Conference Call
 - Save Travel

#2 Make Sure All Key Players are Available

#3 Create an Actionable Agenda and Stick to it!

- Utilize Action Words
 - Decide, Discuss, Review, Select, Finish, Learn, Design, Resolve

#4 Communicate the Purpose Ahead of Time

- Post and Send out Agenda
- Circulate Supporting Information
- Make Room Arrangements
- Arrange for Time Keeper & Recorder

#5 Follow Some Simple Meeting Rules

- Start and End on Time
- Focus on The Objectives
- Stick to the Agenda
- Create Forward Momentum
- Assign Tasks and Document where Activities Must Happen After the Meeting
- No Electronics
- Listen
- Be Respectful
- Actively Participate
- Don't Interrupt Others
- No Sidebars, Politicking, After Meeting Conversations
- Don't Take Things Personally
- **FOLLOW THROUGH ON YOUR COMMITMENTS! – Make sure someone is documenting –**

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Don't be afraid of meetings – be afraid of bad meetings

