

Effective Meetings

39 – the percent of whom say they have fallen asleep at presentations.

50 – the percent of time wasted at every meeting.

61.8 – the number of meetings professionals attend each month. If each of those meetings lasts an hour, that's 1.5 workweeks per month devoted to nothing but meetings.

73 – the percent of whom have mastered the art of looking interested while doing other work.

91 – the percent of professionals who say they daydream at meetings.

11,000,000 – the number of business meetings in the U.S. in a single workday.

The Secrets to a Good Meeting

A productive, quality meeting starts with having a well-defined goal and an agenda to keep everyone on track. Preparation is the key to a good meeting.

- ✓ Prior to the meeting distribute information, handouts, or materials. Ask participants to review the materials prior to the meeting. Then the meeting can be spent discussing the materials and not reading them.
- ✓ Rehearse for larger presentations or meetings.
- ✓ Check all of the technical equipment prior to the meeting and, preferably, have a test run of technical equipment the day before.
- ✓ Make sure to have all supplies in the meeting room. These include flip charts, white boards, pens, paper, and markers.
- ✓ Start the meeting on time.
- ✓ Write a concise and specific goal for the meeting. For example, do not use, “cut the budget” as a goal; instead, use “identify five practical ways to cut the supplies budget by 10%.”
- ✓ Specify who will handle each topic on the agenda.
- ✓ Specify how long each agenda item will take (for example: 5 minutes).
- ✓ If the meeting is long, plan for short breaks.
- ✓ Send the agenda prior to the meeting.
- ✓ Try to keep the agenda to 1 page or less.
- ✓ List anything the participants need to bring to the meeting.