

6 tips for Effective Meetings



Don't Meet

Avoid a meeting if the same information could be covered in a memo, e-mail or brief report

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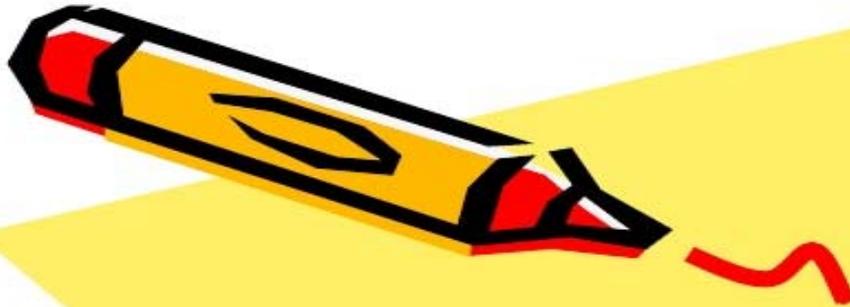


Set Objectives for the Meeting

Before planning the agenda, determine the objective of the meeting. The more concrete your objectives, the more focused your agenda will be.



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Provide an Agenda Beforehand.

Your agenda needs to include a one-sentence description of the meeting objectives, a list of the topics to be covered and a list stating who will address each topic for how long. Follow the agenda closely during the meeting

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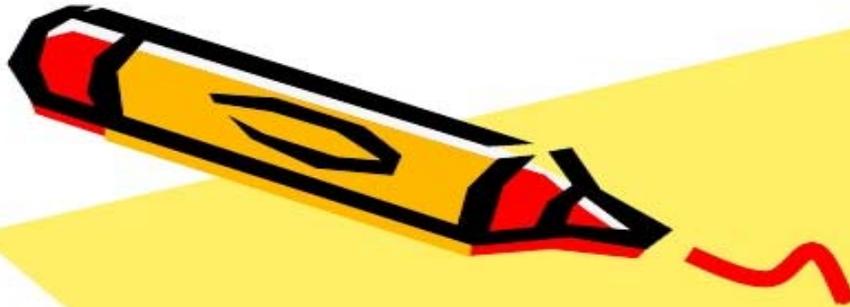


Assign Meeting Preparation.

Give all participants something to prepare for the meeting, and that meeting will take on a new significance to each group member

Recognize and deal with problems during meetings

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Assign Action Items.

Don't finish any discussion in the meeting without deciding how to act on it.

~~**Examine Your Meeting Process.**~~

Don't leave the meeting without assessing what took place and making a plan to improve the next meeting.

adapted from Dr. Salma Kannani