

According to the *Business Insider*, the US loses over \$37 billion on unproductive meetings each year. It is also estimated that over 11 million meetings happen every day in America and a third of them are unproductive. Many of us moan that our days are filled with endless meetings that feel unproductive – yet, there seems to be little change in our own meeting behavior or that of our organizations. If we could reclaim some of this time, we would add at least 3 hours to our day to focus on getting actual work done. What if we turned meetings from a necessary evil to a competitive advantage!



CRITICAL CRITERIA FOR EFFECTIVE MEETINGS (If yours don't have these ask for them or don't attend)	TYPES OF MEETINGS (Make sure you know what the goals are for meeting & your role)
<ol style="list-style-type: none"> 1. Agenda 2. Assign a scribe to report meeting highlights 3. Start on time. End on time <ul style="list-style-type: none"> - Bonus if you end early 4. Focus on decisions, not on discussions 5. End with an Action Plan <ul style="list-style-type: none"> - Assign responsibilities & deadlines 6. Audit the Effectiveness of each meeting <ul style="list-style-type: none"> - Evolve or eliminate 	<ul style="list-style-type: none"> • Strategy Meetings • Operating Meetings • Decision Meetings • Brainstorming/Creative Discussion • Team building • Problem solving • Daily Huddles
BEFORE THE MEETING (Remember a meeting costs money & time)	AFTER THE MEETING (Ensuring meeting creates action)
<ul style="list-style-type: none"> • Determine who should attend (Effective decision-making decrease 10% for every meeting participant over seven) • Send materials & agenda <ul style="list-style-type: none"> ◦ Give participations time to prepare before a meeting ◦ Give participants context for the materials (i.e. information only, for discussion, etc.) • Measure the value of every item on the agenda (Adjust agenda prior to the meeting) • Determine cadence of reoccurring meetings (Could it move to a bi-weekly meeting or be eliminated) • Apply the WHAM Method (Why have a meeting?) <ul style="list-style-type: none"> - Does your thought or idea require collaboration, brainstorming or input from others? - Do you expect a lot of back-and-forth questions? - Is there another way to share information? 	<ul style="list-style-type: none"> - Distribute and review meeting notes (by 3rd business day) - Follow up with team members - Prioritize your commitments/follow up on commitments - Ensure action is taken

RESOURCES

- Running Meetings (20-Minute Manager Series) – Harvard Business Review
- Running Virtual Meetings (20-Minute Manager Series) – Harvard Business Review
- The Surprising Science of Meetings: How You can Lead Your Team to Peak Performance by Steven G. Rogelberg
- TedTalk: How to Save the World (or at least yourself) from Bad Meetings – David Grady (6:32 minutes)