EFFECTIVE MEETINGS

(aka, meetings that could *not* have just been an email)

PLANNING THE MEETING

Invite the right people to the meeting
Depending on your organization's size, the most effective meetings have 5-7 participating people sharing real insights. Anything more than that becomes a presentation by a few to the many.

Set an agenda
Let the team know what topics you'll cover and what the goals are; ask them to come prepared with ideas to share.

EXECUTING THE MEETING

Start on time, end on time
This is the best way to show busy people you respect and value their time.

Follow Your Agenda
See "the Rhythm of an Effective Meeting" below

Create an actionable to-do list
Clearly define who is responsible for the task and when it needs to be complete

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THE RYTHTM OF AN EFFECTIVE MEETING

Start with the positive (Gets everyone in a positive, reflective mindset)
Each person shares 1 recent business WIN and 1 personal WIN (30 seconds each)

Status touchpoint
Update on action items and projects since last meeting - Keep everyone accountable
  "We talked about X. Did X happen?"
  "Dawn, how was Y resolved?"

Current issues
Quickly run down and document any current / recent issues
  As a group, identify 3 of those issues to tackle in this meeting
  Assign tasks to resolve the 3 issues

End meeting
Document and recap to-do list (who's responsible, by when)

FORWARD FOCUSED

Leadership tools, resources and guidance availble through Forward Focused Podcast & GetForwardFocused.com