

Effective Meetings

DO'S & DON'TS

DO'S



Plan the agenda carefully and then work the plan



Identify the most important items and leverage your time focused on those items



Choose a unique time for your meetings



Follow up on action items to ensure implementation took place with fidelity



Watch your time carefully to close the meeting with a plus/delta discussion

DON'TS



Just "wing it" because it's only a meeting



Start with announcements and then let the meeting freely flow



Only host meetings at the top or bottom of the hour



Simply believe each person will do as they promised so check-ins are unnecessary



End the meeting without a short period of evaluation for improvement