



GO-TO PERSON'S GUIDE TO GREAT MEETINGS

Make your meetings better.

MEET FOR A REALLY GOOD REASON

Not all meetings are created equal.



Nobody wants to waste their time on a meeting that could have been an email. There are three good reasons to call a meeting: 1) To create a sense of belonging and togetherness; 2) To communicate to a group of people at the same time; 3) To brainstorm or plan interdependent work

PREPARE IN ADVANCE

Understand your role in the meeting.



Of course, study the meeting agenda and know what it's all about. But also make sure you know whether your attendance is requested or required, what information you're responsible for gathering, and who you should speak with before you meet.

THINK BEFORE YOU SPEAK

Don't make the meeting too long.



Refrain from saying anything that will make a meeting longer than it has to be. Consider whether your comment or question will support the meeting. Maybe it can be addressed later.

DON'T JUGGLE

Be respectful. Stay focused.



Meetings are only valuable if everyone is focused enough to make them valuable. Silence your phone. Close unnecessary browser windows. When meeting remotely, designate a distraction-free zone for your webcam.