

NEVER HAVE ANOTHER POINTLESS MEETING

1. BEFORE THE MEETING

- Do you really need to have this meeting? Could it be an email?
- Does this meeting need to be belly button to belly button or could it be virtual?
- Is this a stand-up meeting or a sit-down meeting?
- What's the ONE most important purpose of the meeting?

2. WHO GETS INVITED?

- Will they add value or is this about their ego?
- Do they need to be there for the whole meeting?

3. MEETINGS DO NOT HAVE TO TAKE 60 MINUTES

- Start your meetings at 10 past and finish them at 10 to
- Allocate the actual time you think you'll need (which may be 1 hour 20, or something else)

4. SEND OUT AN AGENDA

- And then stick to it!!!!
- If something important comes up, make collective decisions about when and how to discuss it (you may need to drop something else from the agenda)

5. TAKE CHARGE OF THE MEETING

- Step up and facilitate the sh*t outta it!
- Have the right space and everything you need (for the love of vodka have enough chairs if you're using them!!)
- Have agreed behaviours, including a protocol for virtual meetings
- Ditch the devices - be really staunch about this one)
- Check-in so that everyone is genuinely present
- State that you'd like to hear from everyone and make that happen (allowing for different styles)
- Get agreement on agenda items before you move on

6. FINISH AND WRAP

- Schedule time to wrap up the meeting, confirm next steps etc

7. MEASURE

- Check that your meetings are doing what it says on the box
- Change, pivot, adapt

Need more help making your meetings more meaningful?
Get in touch - belinda@belindathomasinc.com