



SAMPLE

3 Strategies for Lefective Meetings

1. Before Your Meeting

- Provide everyone a timetable that includes start and end times and an agenda that includes a **Purpose of this Meeting** statement and summarizes intended outcomes.
- Send out advance reading materials.
- Send out an email reminder a day or two before the meeting.

2. During Your Meeting

- Start on time.
- Stick to the agenda and complete it.
- Summarize key points on a flip chart so everyone can see them.
- Adopt a "one person talks at a time" rule.
- Eliminate side conversations and distractions.
- Use a "Parking Lot" flip chart for items to be covered at a later date.

3. At the End of Your Meeting

- End on time or earlier.
- Summarize action items, persons responsible, and due dates on a flip chart.
- Confirm commitments and responsibilities for next steps and actions.

Above adapted from the book, *It's About TIME!* by James R. Ball and Jennifer A. Kuchta

