

7 Best Practices for Effective Meetings

Accelerating Excellence with Del Gilbert
Podcast Episode #81 - Resource Guide

*"If you aren't meeting regularly with your team, you don't have a team.
What you really have is a collection of boxes on an organizational chart."*

-Barbara Burke

7 BEST PRACTICES

1. **START WITH THE BIG PICTURE.** Start with why. Use the meeting to remind your team the purpose of your work, how it makes a difference.
2. **STATE THE GOAL OF THE MEETING.** Make sure everyone is crystal clear on the purpose of the meeting and what you want to accomplish.
3. **HAVE AN AGENDA AND SEND IT OUT AHEAD OF TIME.** This will help everyone be prepared and keep the meeting focused and on track.
4. **MANAGE THE TIME.** Start and end on time. If you are sloppy about the start time, you are disrespecting those who showed up on time and honoring those who are late. Have designated time segments for each agenda item.
5. **MANAGE THE CONVERSATION.** Don't let any one or two people dominate the discussion. A primary purpose of meetings is to tap into the unique perspective of everyone. None of us is as smart as all of us.
6. **SET GROUND RULES.** Set clear expectations of how your meeting will operate. People live up or down to expectations.
7. **SUMMARIZE THE MEETING.** Take a few minutes and recap decisions made, assignments and deadlines, and any next steps.