



7 STEPS TO BETTER AND MORE EFFICIENT MEETINGS

1. PURPOSE

Make sure that the meeting has a clear purpose. Why are you having this meeting in the first place? What do you want to achieve? [For instance, reach a decision or solve a problem.]

2. INVITE THE RIGHT PEOPLE

Invite the right people to the meeting and make sure that they know why they are participating. [For instance, to give their expert opinion or bring a certain perspective in the discussion].

3. SEND REQUIRED READINGS

Send out required readings 3 days before the meeting so that the participants are able to come prepared.

4. SET AN AGENDA

Set an agenda, communicate it and stick to it. [Be realistic when setting your agenda for the meeting. Don't try to achieve more than the meeting time comfortably allows.]

5. MEETING ENVIRONMENT

(the interior and technological aspects), a good meeting environment with tools that simplifies the meeting. In a distance meeting, a reliable conference equipment that delivers a good sound is important. In other words, a Konftel.

6. DYNAMIC

Manage and consider the dynamic in the group, [deal with conflicts or make sure that everyone gets a say in the matter that is discussed etc.].

7. FOLLOW UP & FOLLOW THROUGH

Summarize, follow up and send out meeting notes directly after the meeting. [Set deadlines and let everyone know who is responsible for what].