

# Guidelines for Conducting Fewer, Shorter, More Effective and More Productive Meetings

## 1. Agenda

- Have a typed agenda for each attendee.
  - “No Agenda, No Meeting!”
- Follow the agenda (put times for subject discussion if desired).
- Put the Meeting Purpose at the top of the agenda (Read when meeting starts).

## 2. Meeting Commitments

- Put the action item template on the back of the agenda.
- Have all agreed to action items, with agreed on due dates, written on the action step template.

## 3. Clarification

- Have each attendee read back their written action items, with agreed on due dates, prior to the end of the meeting.

## 4. Parking Lot

- Use a Parking Lot for items:
  - Brought up, but not on the agenda.
  - Items discussed that grow too large for the meeting.

## 5. Timing

- Start and end the meetings on time or even end them early (to get to next meeting on time).

## 6. Surprises

- Allow no surprises of non-performance in meetings!!

## 7. Follow-up Summaries

- Stop sending summaries of delegated tasks and projects from meetings (keep track of minutes and agreements and put on a server).