

Get Out of Jail Free

How to Run Effective Meetings



- "I'll be there in a minute..."
- "Why be on time? Nobody else is. I'm not going to look like the loser with nothing else to do."
- **"I had another meeting that ran over. Sorry."**
- "Sorry, but I've got a project blowing up...I'll be coming and going whenever my cell phone rings (smile)..."

Why Don't Meetings WORK?!?

- "Hey, did we decide last meeting to build or buy on that sub assembly?"
- "Bring your crackberry. We'll text each other."
- "I didn't bring that folio. Sorry. Want me to go get it?"
- "Could you take a minute and catch me up? Sorry so late."
- "Gotta get to another meeting. Sorry... I'll email you my input."



- Pre-Publish An Agenda
- Start On Time
- Set Some Groundrules
- Stick To Your Agenda
- Use a Parking Lot

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How to Run Effective Meetings

- Fix Responsibilities
- Finish On Time
- Publish Minutes
- Continuously Improve
- Use a Facilitator



- Meeting Name
- Start and Stop Times
- Location and Directions If Necessary
- Leader
- Attendees
- For Each Item, 3 Parts: Start Time, Action and Owner

Pre-Publish An Agenda

- The Start Time for The Next Time is The End Time For the Previous Item
- Get it Out As Early As You Can



- EXACTLY on Time: Never Late
- NEVER Wait
 - (For Anyone, Ever)
- What Better Way To Show Respect To Those On Time?
- This Means You Have To Be Early (It's Worth It)
- Ignore Latecomers

Start On Time

“I did this...and it was amazing. Nobody believed I'd do it, and when I did... at the second meeting, everybody was on time!”

“One time, everybody showed up early, and so we started early. It was a great meeting.”



- Make Setting Groundrules An Agenda Item At Your First Or Second Meeting
- Make It An Open Discussion - Ask For Input
 - Don't Just Dictate
 - The Team Will Come Up With Enough To Get You Started
- Write Them Down, and Ideally, Post Them

Set Some Groundrules

- Use These 10 Prescriptions As a Start
- Also:
 - Electronics On Stun
 - No Phone Calls Unless You Step Out
 - One At A Time
 - We Trust You



- Failing to Do This Can Be a Cause For Failure
 - You Have to Have Courage Enough to Ask Folks To Stop
- You're Probably Going To Be The Enforcer
- The First Time Is Hardest... But They'll Catch On
- Be Respectful
- Use Reminders As Below

Stick To Your Agenda

- "You've got two minutes..."
- "Bob, you've got one minute..."
- "Sorry, Bob, but we have to move on. Let's put it in the parking lot."



- A Place For Issues NOT On The Agenda
- Ideally, Posted On The Wall
 - Can Be Kept By The Facilitator Or Note Taker
- Anyone Can Post To It
- The Purpose Is To Avoid Long (Non-Agenda) Tangents
 - (You're not the only one that hates them!)

Use A Parking Lot

- Last 5 Minutes of Every Agenda: Parking Lot
- Decide In That Time Whether to Ignore, Decide, Table...
- Often, Nothing In The Parking Lot Gets You Done Early



- “Wrap Up” Each Agenda Item
- Before You Move On To The Next Agenda Item
- Fix **WHO** is Going to Do **WHAT** By **WHEN**
- **Ask, Don’t Tell**
 - This Calls For a Commitment In Public - *POWERFUL*

Fix Responsibilities

- “Okay, before we move on. Bob, you owe me an update on the budget by Tuesday, **right?**”
- “Terry, you’re going to brief us at next week’s meeting on the data issues and how to solve them, **right?**”



- This Is Every Bit As Powerful As Starting On Time
- Never Go Over (Okay, There's One Exception* Below)
- Feel Free To Finish EARLY
 - If You Finish Everything On the Agenda, LEAVE!
- Don't Forget - Parking Lot Is Always Last Action Item On Your Agenda (Except For The End Time)

Finish On Time

- Finishing On Time Is Worth a Bruised Ego Or Two
- * - You Can Finish Late IF:
 - You ASK 5-10 Minutes Before Scheduled End
 - And State a New End Time That You Commit To
 - Don't Do It Too Often
 - And Don't Ask Within a Minute of Your End!



- As Soon As Possible
- Handwritten is FINE!
- Best Practice:
 - Publish a Widely Spaced Agenda
 - Take Notes ON THE AGENDA.
 - Copy Your Notes Immediately Afterwards - DONE!

Publish Minutes

- Highlight Actions and Owners (Those Responsibilities You Fixed At the End of Each Agenda Item)



- Stop “Running” Your Meetings
- You Worry Too Much About Process
 - You Don't Contribute As Much On Meeting Content
- Let Someone Else Run It, or “Facilitate”
- Facilitator Starts and Stops The Meeting
- Starts (And Ends) Each Item

Use a Facilitator

- Politely Enforces Agenda Times (“Bob, time’s up...”)
- Fixes Responsibilities (**WHO** Will Do **WHAT** by **WHEN**)
- Covers The Parking Lot
- “I Suddenly Could Contribute More. I LOVED This.”



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