

How to Better Manage Your Meetings

Even the most well-intentioned meetings can go awry without proper planning. To better manage your meetings, here are a few ways you can make them more productive for everyone involved.

Set Meeting Goals

Clear goals ensure you and your attendees stay on track, so try highlighting 1-3 key goals you'd like to work toward during your meeting.

Goals

1. _____
2. _____
3. _____

Select Attendees Carefully

Not everyone has to be in every meeting. Select attendees whose presence is required to achieve your goals, or those who will provide the most helpful input. If possible, limit your meetings to 5 people or less.

Attendees

1. _____
2. _____
3. _____
4. _____
5. _____

Communicate Your Plan

Get everyone on the same page before you start your meeting so everyone can arrive with the meeting goals in mind.

Does your invite include:

- A Clear and Descriptive Title
- Date and Time
- Location
- Instructions for Connecting (if remote)
- Meeting Goals

Be Prepared

If you're the meeting leader, get there 10-15 minutes before your meeting begins so you can prepare and make sure you're available to greet attendees when they arrive.

You'll also want to make sure you show up with everything you need to lead the meeting. Scan this checklist for common items you might need:

- Laptop
- Presentation Notes
- Notebook and Pens
- Water
- Business Cards

Stick to the Agenda

Keep the discussion at your meeting focused on the key goals of the meeting. If items come up during the meeting that don't pertain to the goals but are still worth discussing, write them down as a "parking lot" item that can be discussed later, if there's time after meeting goals are met. people or less.

Parking Lot Items

1. _____
2. _____
3. _____

