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# TIPS TO MASTER THE ART OF EFFICIENT & PRODUCTIVE MEETINGS

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## DEFINE THE PURPOSE

Start with 'Why':

- Clearly state the meeting objective in your invitation AND at the start of it.
- If it can be resolved via email, skip the meeting.



2

## PREPARE AN AGENDA

Plan to Succeed:

- Include the agenda in your meeting invitation description and distribute it. Set aside time for each topic to avoid overrun.

3



## RIGHT PEOPLE, RIGHT ROOM

Selective Invitations:

- Invite only those essential to the meeting's purpose.
- Smaller groups often lead to more focused discussions.



4

## TIME IS MONEY

Punctuality Pays:

- Start and end on time, no exceptions.
- Consider a 'standing meeting' to keep things short.

5



## FACILITATE ENGAGEMENT

Active Participation:

- Encourage input from all attendees.
- Address attendees by name to invite contribution.



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## TECHNOLOGY AT WORK

Leverage Tools:

- Use collaborative tools for real-time edits and decisions.
- Record action items digitally for immediate follow-up.

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## FOLLOW THROUGH

Accountability Actions:

- Summarize and assign key next steps in your project management tool.
- Send out minutes within 24 hours post-meeting.



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## SOLICIT FEEDBACK

Continuous Improvement:

- Regularly ask for feedback on meeting structure and effectiveness.
- Adapt and evolve meeting practices over time.

For more tips visit: [www.creativeanalyticsdc.com](http://www.creativeanalyticsdc.com)