



ALLOT AN APPROPRIATE AMOUNT OF TIME FOR DISCUSSION

- Scheduling a meeting that is too long often leads to over-discussing topics that actually require little time to resolve.
- Also, attendee engagement tends to drop when meetings are too long.
- If a meeting turns out to be too short, simply schedule a follow-up.

INVITE THE RIGHT PEOPLE

- Limit the invitation list to those that would truly benefit from attendance and/or have key information to contribute to the group.
- Those who would benefit from knowing about the discussion and outcome, but do not have information to contribute, can be included on meeting minutes distribution.
- Distinguishing between the two groups will produce a simpler meeting and prevent wasting people's time.

MAKE A DETAILED AGENDA AND SHARE WITH ATTENDEES IN ADVANCE

- An agenda will *keep the discussion on track* and help with accomplishing the desired outcomes of the meeting.
- Sharing the agenda with attendees in advance will ensure preparedness.



MONITOR TIME SPENT ON EACH TOPIC AND ADDRESS THE MOST IMPORTANT TOPICS FIRST

- Make a rough estimate of how much time each topic should require and facilitate the conversation accordingly.
- Quickly identify and wrap up conversations that need to be taken offline to keep the meeting concise.

CLARIFY ACTION ITEMS BEFORE ENDING THE MEETING

- Always recap action items and identify persons responsible for each task at the end of a meeting, or very shortly after, to ensure that meeting goals are fully addressed.
- Specify action items in the meeting minutes.
- Capturing action items at the meeting increases chance of follow-through.