Meeting Guidance

In addition to technically knowing how to schedule and facilitate a meeting, we're seeing a need to combat Meeting Fatigue.

PREPARE!

Know what you're trying to accomplish, create an agenda, assign owners to topics, and be ready to facilitate discussion to guide it. (You'll have to call on people and ask specific questions.)

Incorporate a personal touch—have a question or funny photo ready to create engagement.

Share the agenda and deck or notes prior to the meeting.

CONDENSE

Schedule meetings that are only 50 minutes in length. Leave time for a mental and physical break in between them.

Stick to the agenda and don't use the time to cover any possible conversation unless that's what the time is for.

COMMUNICATE APPROPRIATELY

If a topic needs a discussion or will lead to a cascade of questions, it deserves a conversation. If it requires multiple people to do so, it deserves a meeting.

Use chat and email liberally for one question or one topic needs.

Pick up the phone to check in with people.