

PLANNING YOUR NEXT MEETING

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Have you...

Identified the purpose of the meeting?

Do you need to make some decisions, solve a problem, rally the troops?

Made certain you really need a meeting?

Or is it simply on the schedule?

Developed a preliminary agenda?

Have you laid out a sequence for the meeting?

Sent the preliminary agenda in advance to all participants?

Make certain all know the purpose of the meeting so they can prepare.

Assigned roles?

Giving a specific role can increase focus and engagement.

Sent any pre-reading?

Participants are expected to prepare for the meeting.

Asked participants to submit topics they wish to cover?

Participants should indicate what they would like to cover and what they would like to have covered.

Finalized the agenda?

Distributed a final version to participants, prior to the meeting.

Set rigid time limits?

Everyone is expected to arrive on time. You begin on time. You close on time.