

Productive to the Max

Productivity

Performance

Profitability

Meetings are like Funerals

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"We are going to continue having these meetings everyday, until I find out why no work is being done!"

Ah! Those endless meetings where people drone on and nothing is accomplished. No wonder you prefer to attend a funeral. At least there is a conclusion, something nice is said, there is a certain procedure and structure and there is food at the end!

Meetings are useful to share knowledge, establish common goals, gain commitment and support and provide a group identity. They are useless when providing an audience for someone important, when used to pass the buck or procrastinate on making decisions, to socialize or because they have become a habit.

To make the most effective use of meetings follow some simple ground rules:

- Decide if a meeting is really necessary and if you need to attend
- Keep certain types of meetings separate; e.g. analytical, financial, creative, informational, discussion
- Do your homework, whether you are the participant, presenter or the chair Upgrade your communication skills to be more effective
- Plan the proper times for meetings (Friday afternoon is not an option!). Establish goals, objectives and create a timed agenda
- Determine a set of ground rules and post them up for all to follow
- Make sure arrangements for booking, handouts and equipment are made and checked ahead of time
- Encourage participation
- Keep on track, keep minutes and follow up on action plans

And for goodness sake, have food, fun and laughter, otherwise your participants may want to attend a funeral instead!