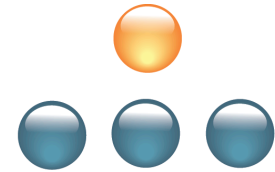


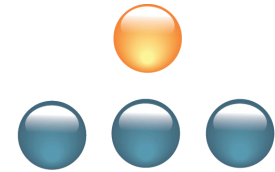
Effective Meetings Starter Model

Effective Meetings Starter Model



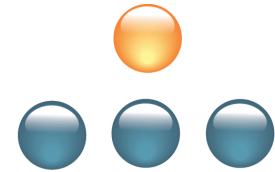
- First, A Reprise Of The Original Guidance
- Start On Time
- Announce A Rough Equal Agenda
- Fix Responsibilities
- Finish On Time

First, A Reprise Of The Original Guidance



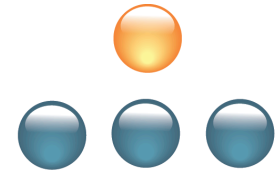
- Pre-Publish An Agenda
- Start On Time
- Set Some Ground Rules
- Stick To Your Agenda
- Use A Parking Lot

First, A Reprise Of The Original Guidance



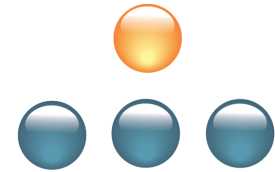
- Fix Responsibilities
- Finish On Time
- Publish Notes
- Continuously Improve
- Use A Facilitator

Start On Time



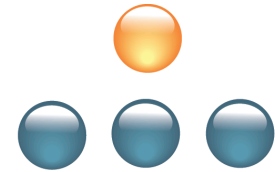
- Be In The Room At The Start Time
- Say To Whomever Is There: Okay, We're Starting
- This Is Probably The Single Greatest Improvement You Can Make
- Do This Even If No One Is In The Room
- It Helps To Be Early

Start On Time



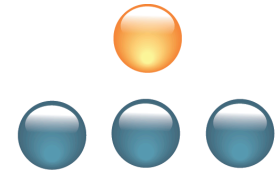
- Ignore Naysayers
- Start On Time Anyway
- Assign A Facilitator For When You Are Late

Announce A Rough Equal Agenda



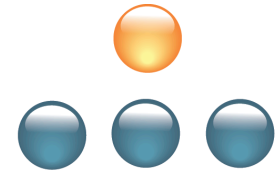
- Whatever Is On Your List Of Topics Divide Them Up Equally Over The Meeting
- For Example: 4 Topics In One Hour Get 15 Minutes Each
- Introduce It At The Beginning Of The Meeting: *'This is our agenda'*
- Run The Meeting With The Agenda In Mind
- Close Out Each Item At The End Of Its Time

Fix Responsibilities



- At The End Of Each Item Ask: *‘Who’s responsible for doing what by when?’*
- At A Briefing: *‘What actions are we supposed to be taking?’*
- Assign The Work And Make Sure The Assignee Agrees To The Work Verbally

Finish On Time



- Stand Up And Say: *'Okay, time's up, we're done'*
- This Will Create New Behaviors Going Forward