



## 7 UnCommon Ways To Get More From Meetings

Here's a list of 7 things most people never do at meetings. By doing just these alone, you will stand out from the crowd.

1. Always ask the question what is the purpose of this meeting and who really needs to be there?
2. At the start of the meeting ask the attendees what the ideal outcome of the meeting should be.
3. Always have an agenda
4. Nominate these roles to people at the meeting:
  - Agenda Watcher:** They raise their hand anytime the discussion veers off agenda. They lower their hand when it's back on track. Remarkably powerful.
  - Time Watcher:** Agree a finish time and decide on time per agenda item. Their role is to ensure you finish on time and get through the agenda.
  - Minute Taker:** Nominate one person to record and circulate notes (see 3 categories below)
5. Have stand up meetings (15 mins or less) where you can as this can avoid waste of time and improve efficiency. These are especially useful for in-house team meetings.
6. There are 3 main categories to record from a meeting:
  1. Actions
  2. Decisions
  3. Issues

Actions recorded should always have a very specific action or outcome along with person responsible and a completion date.

Decisions would record any specific decisions agreed at that meeting and would be circulated in the minutes afterwards.

Issues relates to any items that come up during the discussion of the meeting that are not going to be discussed or resolved at that meeting, but at a subsequent meeting or by other people

If you follow these 3 guidelines you will become more efficient than most at meetings.

5. Always have a set time for meetings - in some cases this will be difficult but for the majority of meetings it is always possible to set a time and it is best to keep people focused and stick to that.
7. Never leave a meeting without someone having a record of 'Next Actions' along with the person responsible and a completion date.