

DO YOU REALLY NEED A MEETING?

There are great alternatives to having another meeting. Ask yourself...

7 Reasons to NOT have a meeting

- 1 You don't have a clear purpose
- 2 The meeting is only for information sharing
- 3 The meeting is just to get feedback on work
- 4 You can substitute the meeting with 1-on-1
- 5 You only have the meeting because of habit
- 6 You don't need to meet face-to-face
- 7 The goal can be achieved another way

THREE QUESTIONS TO ASK BEFORE SCHEDULING YOUR NEXT MEETING



Is a meeting NECESSARY?
Explore options requiring less time from co-workers.

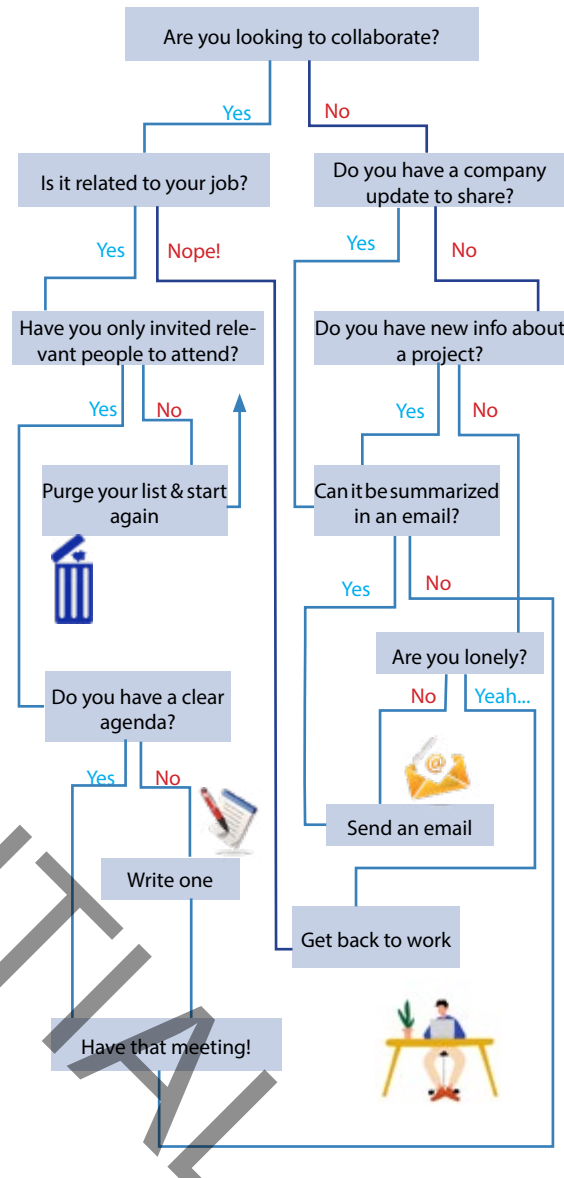


Who really NEEDS TO BE THERE?
Be clear about required vs. can be informed later from co-workers.



What can I do to ensure it's focused & interactive?
Come up with a clear **AGENDA**. **SEND MATERIALS** in advance, & capture action items.

Does this need a meeting?



Does This Really Need A Meeting? Consult The Flowchart
Sheeraz Raza - <https://www.valuewalk.com/2017/12/office-meeting-guide/>