DO YOU REALLY NEED A MEETING?

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



Reasons to NOT have a meeting

You don't have a clear purpose

The meeting is only for information sharing

The meeting is just to get feedback on work

You can substitute the meeting with 1-on-1

You only have the meeting because of habit

You don't need to meet face-to-face

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.

Are you looking to collaborate? Do you have a company Is it related to your job? update to share? Yes Nope! Have you only invited rele-Do you have new info about vant people to attend? a project? Purge your list & start Can it be summarized again in an email? Are you lonely? Do you have a clear Yeah. agenda? Send an email Write one Get back to work Have that meeting!

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/

- 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.