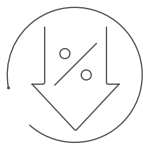


5 HABITS *of* EFFECTIVE MEETING MANAGEMENT

MEETINGS, IN ESSENCE, ARE MEANT TO BOOST PRODUCTIVITY AND EFFICIENCY. When everyone is on the same page and aware of what should be done, even the most challenging tasks can be completed.

It's important to make meetings as useful and constructive as possible. In the spirit of efficiency, here are five proven meeting management tips for higher productivity!

1



REDUCE MEETING LENGTH by shaving five minutes off each half hour of the total meeting time.

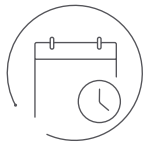
Examples: 30 min–5 min = 25 min | 60 min–10 min = 50 min

2



ENSURE EVERY MEETING HAS AN AGENDA and distribute any pre-reading materials the day before. Assign someone to take notes. Start and end your meetings on time.

3



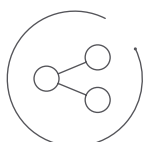
KEEP YOUR CALENDAR UP TO DATE and only accept meetings that you plan to attend. If meetings have to be moved or canceled, do so at least one day in advance.

4



BEGIN MEETINGS BY CONFIRMING KEY DECISION-MAKERS and end meetings with a recap of key decisions and next steps, including deadlines and owners.

5



SHARE A MEETING RECAP within 24 hours following the meeting (and a recording, if applicable).