

# We've got to start meeting like this



[Return to index page](#)

Let's face it: Many if not most meetings are forgettable. Only the best and worst will stand out in participants' memories. If running meetings comes easily to you, you may be able to wrangle a spot on the all-time top ten. For the rest of us, we're happy just to avoid the "worst" list.

If you're new to leading meetings, you might be wondering, "How do I do that?" We're glad you asked.

## Plan ahead.

What do you want the meeting to accomplish? Do you need to:

- Make a decision?
- Introduce a new member to the team?
- Plan an event?
- Work through a customer service issue?

## Write up an agenda.

Make sure to base the agenda on your vision for the results and break down each segment with time markers. Let team members know if you need them to prepare anything in advance.

Share the agenda with the meeting invitation. Participants should always know:

- Why they've been included in this meeting or series of meetings
- What's going to be covered
- What tasks they're expected to complete between meetings
- How to find answers to between-meeting questions

## Stick to the agenda. And be flexible.

Some participants may arrive late. That's okay. Start on time and fill them in later. You might get through the agenda early. Also okay. If you only need 12 minutes, there's no need to stretch it out to half an hour.

## Follow up.

After the meeting, share notes with all attendees and anyone else who needs to know the plan going forward. Highlight the names of those who'll have deliverables due soon. Promptly answer any questions that come your way.

Making every minute in a meeting count can help your team excel. And that's not to say you can't have fun and spontaneity at meetings too. You can meet in different locations, provide food, take some time for team-building exercises...the possibilities are endless. Just be sure to add it to the agenda.