

# EFFECTIVE MEETINGS CHECKLIST

It is impossible to be part of an organization today and not attend meetings. Staff meetings, planning meetings, problem-solving meetings, project meetings, task force meetings--the list is endless. People spend so much time in meetings that turning meeting time into effective results is a major priority for organizations. The truth is that many of these meetings are poorly run and waste valuable time. Here is a simple and proven 15-point checklist for effective meetings that produce results.

- Prepare an agenda prior to the meeting. Give meeting participants the opportunity to contribute to the agenda.
- Invite only the appropriate and necessary people; ensure they can be counted on to attend the meeting.
- Give advance notice of the meeting time and place. If attendees need background information, send it to them before the meeting. Have extra copies on hand during the meeting.
- Ensure the meeting facilities are comfortable and adequate for the number of participants.
- Arrive early; test all audiovisual equipment prior to the meeting.
- Begin the meeting on time.
- End the meeting on time.
- Allow all attendees to present their point of view.
- Don't let anyone dominate the discussion.
- Carefully monitor the use of time throughout the meeting. If the meeting goes off course, steer it back.
- Designate someone to take notes or minutes.
- At the end of the meeting, summarize what was discussed; agree on action steps and who is responsible for carrying them out.
- If there needs to be a follow-up meeting, set the time and date while you have attendees present.
- Follow up with participants regarding action steps and deliverables agreed on during the meeting.
- Ask the group to review and evaluate the meeting.