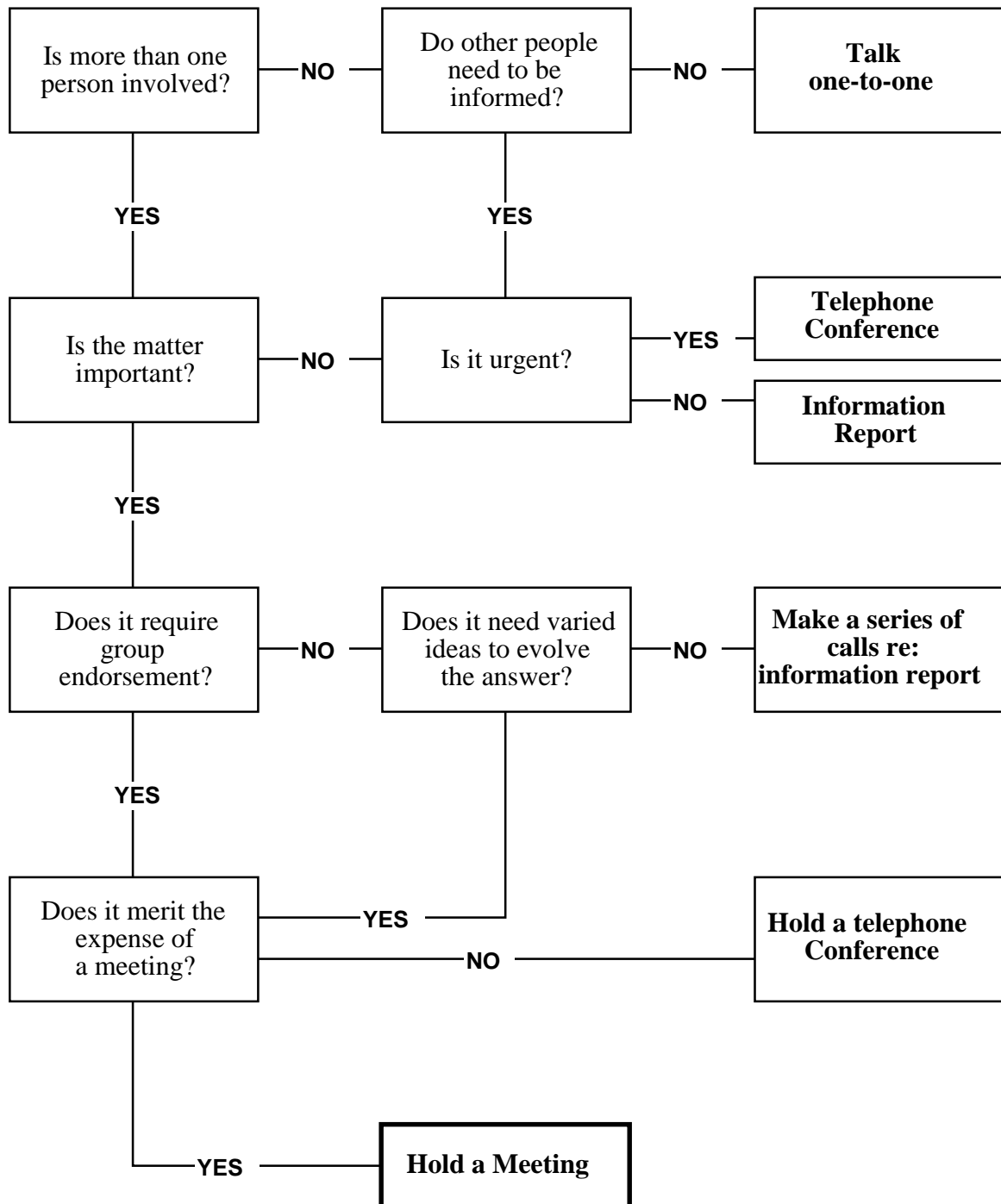


Is this Meeting Necessary?



All too often the answer to the question (almost any question) is "hold a meeting". As the flow chart above shows there are options to the usual response, which may prove a better use of our, and other people's time, or be even more effective at achieving our result.

Before calling your next meeting ask your self "Is this best way of achieving my objective"? Could I do this by another means?