

## Effective Meetings Checklist

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1. Determine whether a meeting is **the** best way to achieve your goal
  - Are you having this meeting because you always have done?
2. Invite **ONLY** the people who **REALLY** need to attend
3. Go to the meeting prepared
  - which means getting info to participants well in advance
4. Prepare and circulate in advance a detailed agenda
  - Location, Start Time, Finish Time, Agenda Items in sufficient detail, Agenda Outcomes, Item Timings
5. Start on time - regardless of whoever is late. Don't penalise the prompt.
6. Finish on time - even if you haven't completed the agenda
  - You will, after one or two failures, manage to complete on time
  - Work out why you didn't manage to complete; too ambitious an agenda, poor meeting process, weak chair...
7. Follow the agenda which should be prioritised in order of importance
8. Speak one at a time
9. Pay attention and truly listen
  - if you can't give the meeting your full attention you might as well not be there
10. Chairing the meeting is everyone's responsibility not just the formal chair. Keep the meeting on track, on time. Involving everyone but not letting anyone dominate
11. Criticise constructively
  - avoid at all costs "Yes, But....." Possibly the fastest way to kill a contribution
12. No side conversations amongst participants
13. Record actions on an **Action Log**
14. Photocopy the Action Log and distribute **before** the participants disperse, so that they walk away with their actions.
15. Frequently review how well your meetings proceed; how can they be improved? Set aside time at the end of the meeting to do this.