

# Meeting Optimisation Guide



The thought of another meeting invite doesn't have to trigger a desire to resort to drastic measures! Follow these basic principles to take control of your diary and influence company culture. Want to know more? Visit <https://work-talk.com.au/blog>

Step 1	Step 2	Step 3
Prepare	Present & Participate	Plan
<div></div> <div><input type="checkbox"/> <b>Consider if this is really a meeting?</b> <i>(could it be a phone call, email or report instead)</i></div> <div><input type="checkbox"/> <b>Determine a clear <u>purpose</u></b>, include it in invite <i>(is it to brainstorm, advise or make a decision)</i></div> <div><input type="checkbox"/> <b>Establish a clear <u>process</u></b> <i>(what are the agenda items, how the meeting be conducted and what is the associated timing)</i></div> <div><input type="checkbox"/> <b>Determine appropriate attendees</b> <i>(Each member should have a clear role and reason for attending)</i></div> <div><input type="checkbox"/> <b>Define the <u>payoff</u></b> <i>(why should attendees attend, what value will they and the organisation gain as a result of the meeting)</i></div>	<div></div> <div><input type="checkbox"/> <b>Open with meeting purpose, process and payoff</b> <i>(This anchors everyone as to why they are there, what is to be achieved and what they will gain)</i></div> <div><input type="checkbox"/> <b>Gain agreement to actively participate and resisting distractions</b> <i>(facilitate an alignment conversation to gain commitment for all attendees to be present and participate)</i></div> <div><input type="checkbox"/> <b>Encourage concise constructive contribution</b> <i>(support inclusiveness with input that propels the meeting forward towards its purpose and achieving the meeting payoff)</i></div> <div><input type="checkbox"/> <b>Manage time</b> <i>(Be disciplined, start and end on time)</i></div> <div><input type="checkbox"/> <b>Summarise to close out</b></div>	<div></div> <div><input type="checkbox"/> <b>Share agreed decision and actions</b> <i>(Send out a follow up email to support accountability including any due dates)</i></div> <div><input type="checkbox"/> <b>Seek feedback</b> <i>(speak with attendees about what worked and how the meeting could improve)</i></div> <div><input type="checkbox"/> <b>Make adjustments</b> <i>(based on feedback iterate to make your meeting more efficient &amp; effective)</i></div>