

ROOM THE BLOOM

ENIKŐ TEGYI – ÁRON LEVENDEL

OUR 12 POINTS OF GREAT MEETINGS

1. YOU ARE CONVINCED IT IS NECESSARY TO CALL THE MEETING.

Take good care of others' time: call a meeting for a good reason, with clear goals and precise expectations.

2. THE PRESENCE OF THE PERSONS INVITED IS AN ABSOLUTE NECESSITY.

Invite those and only those who are absolutely necessary for discussing the given topics, and only in the time slot when their presence is required.

3. 80% OF THE SUCCESS OF THE MEETING DEPENDS ON PREPARATION.

Invest more time prior to the meeting so that you can save time during the meeting. Define the goals, agenda items, preparatory documents. Clarify what preparation you expect from whom, and send the agenda ahead of time.

4. OUT OF RESPECT FOR OTHERS: GET PREPARED FOR THE MEETING.

Be well-informed based on the agenda items and the background documents, gather your thoughts and the main points of your contribution.

5. MAKE A PRECISE TIME PLAN AND KEEP IT!

Think through the time frames and communicate them in advance. During the meeting continuously indicate how much time is left for the given agenda item. When closing the meeting, plan 5 minutes for participants to leave early enough to get to their next meeting on time.

6. IT IS IMPORTANT TO SET THE FRAMEWORK AT THE BEGINNING OF THE MEETING.

Make it clear at the beginning: when the meeting will end, who will be chairing the meeting, who is writing the minutes, who keeps the time, and communicate the main goals of the meeting as well.

7. YOU CAN TICK OFF ALL "PRODUCTS" AT A GOOD MEETING.

A good measure of success whether all the planned or expected "products" are born: all set and agreed agenda items have been performed, and where a decision is expected, it is made.

8. PRODUCT ORIENTED TASK DELEGATION IS PERFORMED.

Add precisely defined delivery criteria to all tasks generated at the meeting, including the characteristics of the deliverable items, and the expected time/resource needs.

9. GOOD ATMOSPHERE IS IMPORTANT!

In order to make the most of the meeting, help making it entertaining and friendly. Underline and celebrate results, good cooperation and shared momentum.

10. DISCUSSION IS FOCUSED AND ALL PARTICIPANTS CONTRIBUTE.

Be a role model and ask others to be focused, precise and to the point as well. Make sure everyone who is part of the solution can speak.

11. THE MEETING IS ROUNDED UP BY A SUMMARY.

Don't forget to summarize and confirm what has been reached at the meeting, what next steps have been agreed on.

12. THE MINUTES ARE WHERE RESULTS ARE CARRIED FORWARD.

After the meeting, on the same day if possible, send a brief and focused summary to all participants: of the "products" (decisions) made, and all tasks, deadlines and task owners.