

# 6 Key Pointers for Productive Meeting Management

## 1 Do you really need to hold that meeting?

If your meeting can be replaced by another method, then do it, particularly where follow up meetings are concerned. Meetings should only occur when they will be productive and nothing else will do.

## 2 Avoid certain meeting times

Try not to hold a meeting very early on or late in the day. Studies show that meetings held right before lunch, or during lunchtime without providing food, are less productive, as people tend to be hungry and distracted.

## 3 Create an agenda and email it to attendees in advance

Productive meeting management begins with an agenda sent well in advance (at least a day) that includes the required attendees and materials, topics to be discussed, goals and a start and stop time. Show the agenda on a screen too as this will help to keep the focus.

## 4 Invite the right people

Don't leave people out who should be in or invite people who don't need to be there. Before calling the meeting, think about who really needs to be there and only invite those who can and will contribute.

## 5 Hold meetings in a bright, well lit space with comfortable seating

Choose a room with plenty of natural light and enough space to sit comfortably. If you ask people to sit in a dull, fluorescent lit room with poor seating, you will not get the best out of them.

## 6 Keep meetings short

Try to keep meetings productive by keeping them to no more than 30 minutes. People have short attention spans. By keeping meetings to 30 minutes, you have a better chance of holding people's attention.

Make sure that you make meetings interesting and engaging as well. There is nothing worse than anticipating another boring meeting with little or no purpose. Build in slots for different people, give them a purpose and make them feel that are contributing to the greater cause.