10 Steps to Running a Worthwhile Meeting

Meetings aren't all bad, although their cost can easily outweigh their benefits if they aren't managed well. Use this checklist to make your next meeting worthwhile.



1

Create a meeting agenda that explicitly identifies the goals of the meeting.

2

Assign a meeting leader.

3

Assign someone to record important decisions reached at the meeting.

4

Assign a coordinator to handle logistics.

5

Make sure participants who have specific tasks to perform know their roles and the time limit.

6

Structure the agenda so that participants with an important but limited role can attend just for the agenda items that are relevant to them.

7

Send out a succinct meeting agenda and supporting materials at least 24 hours in advance.

8

Maximize time spent doing real work to achieve the meeting's goals.

9

Have a clear start and stop time for each agenda item.

10

Schedule the meeting at the beginning or end of the day, lunch, or some other natural break point in individual worktime.