

## EBOOK

# A practical guide to better meetings





# The necessity of meetings

Meetings are necessary, especially when companies are competing on talent and performance. However, research shows that meetings are often inefficient and ineffective. Poorly organized meetings will cost an estimated \$399 billion in the U.S. in 2019.

This shouldn't come as a surprise. We've all heard the complaints about spending too much time in meetings.

At The Predictive Index®, we knew there had to be a better way. That's why we implemented a simple formula that revolutionized our meetings:

**Better + smaller + shorter = fewer.**

In this practical guide, you'll learn the simple formula for fewer meetings without sacrificing clear communication and productivity.

# BETTER

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## Set a goal.

It's easy to get so caught up in meeting hoopla that we forget the basics: What is this meeting for? When setting up a meeting, ask yourself this fundamental question. Set a goal for your meeting—brainstorm ideas, provide project updates, kickoff a new initiative, etc.

## Create an agenda.

To keep meetings on track, establish a clear agenda. This will streamline the meeting and allow attendees to come prepared with thoughts. While some people are great at off-the-cuff input during meetings, others like to collect their thoughts on their own prior to the meeting.

Take this habit to the next level by providing any resources or decks attendees should review prior to the meeting.

## Consider your remote colleagues.

If your workplace offers flexible work, there's a good chance your meeting will include remote team members. Be sure to include a video conferencing link, such as Zoom, in your meeting invite to accommodate remote colleagues.

# SMALLER

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## Recap takeaways.

At the end of the meeting participants should have a clear takeaway, whether that's a decision that was made or action items that were assigned.

Providing a recap allows all parties to stay accountable to decisions made and next steps, while informing optional attendees of the meeting outcome.

## Take and share notes.

The best way to have better and fewer meetings is to take good notes to send to those who weren't in attendance.

These don't have to be formal meeting minutes—they just need to communicate the main purpose of the meeting.

## Allow attendance to be optional.

While there are some attendees who absolutely must be present, there are others who just need to be in the loop. Consider which attendees are mandatory and optional, then update your invites accordingly. Send meeting minutes and action items to the optional invites who didn't attend.

# SHORTER

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## End at 25/55 past.

We've all run late to meetings or started meetings late waiting for other attendees to show up.

Help meetings run on time by ending at 25 or 55 past the hour. Attendees have ample time to get to their next meeting and the next meeting host has ample time to prepare the room.

Assign someone to monitor time and give the group updates on how much time remains in the meeting.

## No multitasking.

If you can't be present at a meeting because there's something more pressing, ask for a recap or to reschedule.

The overwhelming majority of people [\(98%\) aren't good at multitasking](#). Attending a meeting while completing another activity hinders both efforts.

## Streamline status updates.

If the purpose of the meeting is to provide status updates, consider having project managers submit them for review in advance of the meeting. This will free up valuable time to problem-solve and focus on what needs to be discussed in real-time in person.

Many times, status updates can be done by email, avoiding a meeting altogether.





## Where should you start?

Change is a process that takes time. It's easier to adopt and develop new habits when you take them one at a time.

Pick one of these pages to start with, solidify the practices, then move to the next. Ask everyone to practice these habits for a month. They can print the respective page and post in their cubicle or in meeting rooms as a reminder of the new meeting habits you're working together to adopt.



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[www.Newland-Associates.com/Predictive-Index](http://www.Newland-Associates.com/Predictive-Index)  
[info@newlandcpi.com](mailto:info@newlandcpi.com) | 888.739.8504 ext. 240