

How-To Create More Efficient Meetings



Meetings - we have to have them but they can be giant time consumers in our work day. For many companies, meetings are prolonged from chit chat and ramble. Others are poorly organized. This can be frustrating for employees that have piles of work.

As a Specialty Quality and Regulatory Recruiter, I have seen the processes of many different types of companies. Some works. Others ends in disaster. Meetings can be crucial to organize your team and make sure you are on the same page.

I have outlined tips that can create more efficient meetings. Start implementing these tips to save valuable time at work.

Review Attendee List

It's frustrating for employees who are sitting at meetings that they know that they don't have to attend. A meeting could add an extra hour onto their work day. Before you ask for a meeting, consider who really needs to attend.

The employees that should be at meetings will contribute to the project. Unnecessary attendees will only waste valuable time at the company's expense.

Distribute Written Agenda in Advance

Be prepared before the meeting. Create a written agenda and email it to your

attendees. That way, they will be prepared with the information that they need to bring. Your employees will not be pulling up information spontaneously on their lap top. You have already prepared them for what you need to discuss.

Manage the Meeting by the Clock

It's easy to waste time chatting about weekend plans, family, or sporting event. However, meetings are not the time to have these discussions. Create a timeline to keep the meeting moving.

For example, 10 minutes for project status. 30 minutes for planning.

Determine the timeline that works best for the productivity of your team.

Take Notes

We can't remember everything. As a business leader, it is essential to take notes. Record project status, updates, and plans. Type out your ideas and send the record to attendees after the meeting. This will prevent your team from forgetting details. You will not have to repeat information at the next meeting.

Start On-Time

Along with following a time schedule is starting on-time. Tell your employees in advance the meeting will begin promptly at the arranged time. Start the meeting even if some of your attendees are absent.

Punctuality is professional and necessary in the workplace.

Tardiness is embarrassing for most professionals. Starting your meetings on time can help influence your team to arrive promptly.