

Meeting Survival Tips (Multi-Level Mentoring)



Ron D. Hays

Assigned Discussion Leader

June 23, 2011 (12-1pm)

Time = money²

- Time is money
 - Benjamin Franklin, 1748
- “Everything you do is an opportunity cost.”
- Do the right things adequately
 - <http://www.alice.org/Randy/timetalk.htm>
(Randy Pausch)

Defend your creative time

- “Find your creative/thinking time. Defend it ruthlessly, spend it alone, maybe at home
- Find your dead time. Schedule meetings, phone calls, and mundane stuff during it”

Scheduling Meetings

Doodle®

<http://doodle.com/>

Meeting★Wizard
online scheduling solutions

<http://www.meetingwizard.com/>

Successful meetings (Preparation)

- Distribute agenda in advance (Why are we doing this?)
 - Make agenda concise
 - Bullet items, identify presenter, time allocation
 - Items at end tend to be hurried or deferred
 - Start briefly with any old business
 - Schedule for only as long as needed (every meeting doesn't have to be 60 minutes)
 - “Work expands so as to fill the time available for its completion” (Cyril Parkinson, 1957)
- Distribute materials in advance
 - Don't send 100 pages 15 minutes before call

Successful running of meetings

- Make it clear who is expected to attend
- Start the meeting on time
- Say what is expected of attendees
- End the meeting on time or early
- Record minutes of meeting (list who attended), noting follow-up items (be sure everyone knows what was decided and what you plan to do)
- Keep in mind that some may not feel comfortable saying what they really feel

Telephone Meetings

- “Keep calls short; stand during call
- Start by announcing goals for the call
- Don't put your feet up
- Have something in view that you're waiting to get to next.”



And everyone will be happy

