



# MONDAYS

*with Mike*

## Planning and Executing Productive Meetings

I am sure that the title of today's Mondays with Mike quickly got your attention, probably not initially in a positive manner. We have the stories and experiences of unproductive meeting time. And, we have had wonderful experiences of productive and efficient meetings. Let's see if we can be the catalysts for the latter.

In the book, "How to make meetings work," the author estimates that organizations spend 7-15% of their salary budgets on meetings. When we hear this number, our minds quickly go to, "How is our meeting ROI?" Are we multiplying that percentage, or are we losing productivity at that same rate?

Let's test our meeting productivity by using the following guidelines from [careercliff.com](http://careercliff.com):

Do we:

1. Set the objective.
2. Invite the right people.
3. Declare what type of meeting we are having.
4. Include an agenda in the meeting invitation.
5. Have a notetaking process.
6. Start on time.
7. End on time to collect/assign actions.
8. Stay focused.
9. Establish meeting norms.
10. Set an action plan.
11. Assign responsibilities.
12. Follow up on action plan responsibilities.

As meeting leaders, we should have these steps listed in a personal checklist format, quickly assessing how we did after each meeting. From there, allowing meeting participants to periodically share their feedback will help us collectively refine "meeting time ROI."

This week, let's make our meetings energizing, rather than energy-draining.

Have a great week!