

# USE MEETING TIME EFFECTIVELY



Plan, plan, plan. **Use a 1.1 ratio in time** when preparing people to maximize their contribution while in person.

## This means you:

- › Have an over-arching **strategy** for a body of work and corresponding meetings
- › **Set expectations** with participants before the meeting - tell people what you need them to deliver
- › **Give attendees pre-work** – reading, ppts, thought provoking questions – set attendees up so that they can process information ahead
- › **Send pre-work 2-3 days in advance**
- › Send an **agenda and outcomes for meetings 48 hours in advance**
- ›
- › At the conclusion of the meeting, **agree on next steps** and what can be done via email



Analyze, analyze, analyze. Ask yourself constantly if the work you're doing in meetings could have been done through email.  
**Push that kind of work to emails and collaboration platforms.**  
**Use your meetings for discussion and brainstorming!**