

Best Practices for Running Effective Meetings

Leader Responsibilities and Best Practices

1. The leader is 100% responsible for the entire success of the meeting.
2. The leader should have a clear reason for the meeting, or don't have it.
3. Invite only necessary people for the meeting and assign roles.
4. Always have an agenda with time frames and ideally send in advance.
5. Have a clear objective and state it during your meeting.
6. Set specific action items for appropriate people with clear time frames.
7. Use a "Parking Lot" to keep your meeting from going off track.
8. Designate someone to take notes and log action items.
9. Select a time keeper to make sure presenters stay on time.
10. Start on time and end on time.
11. Schedule shorter meetings if possible (25 or 50 minutes).
12. Come prepared with handouts and any other necessary materials.
13. Send meeting notes and any other relevant documents following meeting.

Participant Responsibilities and Best Practices

1. It's okay to decline a meeting if you have a legitimate reason.
2. Ask for a meeting agenda if one isn't provided.
3. Ask for the meeting objective if one isn't provided.
4. It's okay to say, "I have a hard stop at such and such a time."
5. Respond yes or no to the meeting request.
6. Show up on time—or early if possible.
7. Request meeting notes as a follow-up.
8. Is it okay to leave the meeting early if your role is complete?
9. Is it okay to work on your laptop during the meeting?