

7 WAYS TO KEEP GOOD MEETINGS FROM GOING BAD

When did meetings become a waste of time? They’re supposed to be a meaningful conversation between a few people to get things done, make decisions, or create new ideas. Yet, in a recent study by Salary.com, “Too many meetings” was cited as the No. 1 time-waster at the office by 47% of 3,164 workers surveyed.

So how do we work together to make meetings productive again?
Take a look at the most common meeting don’ts—and consider how you and your colleagues can start doing things smarter:



1. All hail the focused agenda

Want your meetings to start and end on time? Productive sessions begin with a clear, detailed, and well-communicated agenda. Articulate exactly why everyone is there (i.e. brainstorming Topic A or aligning on Process B) and outline the activities that you’ll go through to achieve the desired result. When the agenda rules, decisions get made, problems get solved, and people get feedback on their progress, ideas, plans, goals, and objectives.

2. Don’t do meeting déjà vu

Meeting déjà vu happens when you’re constantly starting over to accommodate late arrivers. Every time a new person joins (late), you end up replaying what the people who got there on time have already heard. And your meeting never catches up. To discourage late arrivals, make every minute of your meeting productive and assign the most difficult tasks to those who can’t seem to make it on time. In no time, punctuality will become their priority.

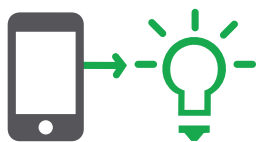


3. Multi-tasking is asking for trouble

Yes, we’re all busy. Yes, we’re all juggling multiple obligations. But if everyone in your meeting has his or her laptop open doing other work while only half-listening to the discussion, you’ll end up revisiting topics multiple times to accommodate those getting every third word. If everyone focuses on the task at hand, it will ultimately mean one less ball to keep in the air, one less plate to keep spinning.

4. Respect the beginning to protect the end

If you want to finish on time, start on time. Do you spend the first ten minutes trying to connect your computer, download the right plug-ins, and figure out which microphone is hooked up? You’ll miss that time as the meeting winds down. Instead, use tools that ensure meetings start on time and keep you on track. That way you’ll finish on time and nothing will be left undone.

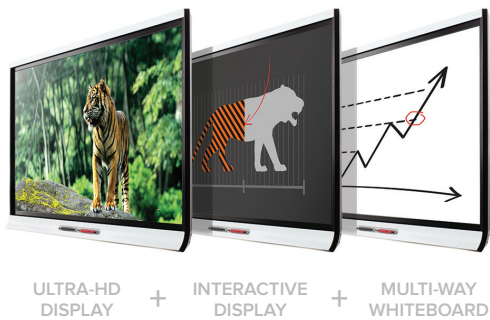


5. Use your smartphone to make you smarter

Save Snapchat, Instagram, Facebook, and texting friends about where to meet for drinks for another time. Instead, use your smartphone to connect to an interactive whiteboard like the SMART kapp iQ™. You’ll get more done faster, and have more time available for later, like watching cat videos.

6. How many is too many?

What’s Bob from accounting doing in your creative brainstorming session? Why is Shirley from HR sitting in on your campaign planning? Is that Ted the janitor standing in the back? Before you invite a participant, ask yourself “What perspective does this person bring to my meeting?” An objective answer to that question will help you keep your invitations to key stakeholders. Then use tools like the SMART kapp iQ™ to keep them engaged, no matter where they’re located.



7. Make the most of your meeting tools

If you really want to do more with your meetings, SMART kapp iQ™ is a great place to start. It’s the Ultra-HD display, multi-way whiteboard, and interactive display...all in one! Simple to use, it goes from display to whiteboard and back in a snap. And it makes it easy to connect up to 250 participants on their digital devices, no matter where they’re located, so they can collaborate more naturally.

Keep good meetings from going bad. Visit smarkkapp.com today.



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So much more than an Ultra-HD display.

Sources:

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