

Tips to Run an Effective Meeting

Plan:

- Make your objective clear. What is the purpose or value of the meeting? Decision, discussion, etc.
- What can be accomplished outside of a meeting e.g. editing documents?
- Who needs to be there?
- Set and share an agenda in advance whenever possible.
- How much time do you need?

Etiquette:

- Stay on topic.
- Make it psychologically safe for everyone to speak up and express opinions.
- Be clear about whether you are inviting comments in the chat function in the meeting.
- Put your phone and other technology away when possible.
- Start on time, end on time.
- Be flexible when other people have to step away/be off video.

Structure:

- Set an agenda.
 - Consider adding time allotments for each discussion.
 - Let people know if they will be asked to make a decision, brainstorm, etc.
- Allow 10-minute breaks between 1-hour meetings; 5-minute breaks between 30-min meetings.
- For meetings > 2 hours, build in breaks to stretch, use the bathroom.
- If no visuals e.g. slides, consider “walking” meetings for a zoom-free conversation.
- If reading material is sent in advance, don’t walk through the documents in the meeting.
- Build five minutes at end of meeting to conclude with next steps and responsibilities. Consider asking the group to rate the meeting and provide feedback on what worked well and what could be improved.
- Follow up with action items in writing. Who is doing what, by when?