TOP 10 TIPS

Fewer, faster, better meetings

1. Get clear on the purpose of the meeting.
   Inform • Coordinate • Create • Decide • Solve

2. Define the intended outcomes.

3. Decide if a meeting is needed based on the purpose and intended outcomes.

4. Create an agenda with topics and time blocks to ensure you start and end your meeting on time.

5. Invite only essential participants who are needed to achieve the purpose and outcomes.

6. Send an agenda and pre-meeting materials in advance.

7. Establish a small set of meaningful ground rules.

8. Clarify and assign action items at the end of meetings.

9. Reduce the frequency of standing meetings, or establish a no-meeting day.

10. Honestly evaluate your meetings, and commit to one or two improvements.

BONUS TIP: Schedule meetings for 20/50 minutes to give everyone 10 minutes to reset between meetings.

Organizational Excellence
UNIVERSITY OF SOUTH CAROLINA

From the
TIMESAVER TOOLKIT FOR MEETINGS
sc.edu/excellence

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More about meetings

Meetings fit into five categories based on their purpose.

Each type of meeting should engage people in a different way, so it's important to know the purpose and to plan accordingly.

INFORM Share information

Low Engagement
1-way flow of information

COORDINATE Coordinate activities

Medium Engagement
Exchange of information

CREATE Create something

DECIDE Inform or make a decision

High Engagement
Active involvement
of all participants

SOLVE Solve a problem

Ground rules for better meetings:

• **Participate fully:** Each viewpoint informs the outcome

• **Make your point:** Limit remarks to two minutes max

• **Stay present:** Avoid tech distractions

Go to **sc.edu/excellence** for more on making better use of meeting time – and freeing up time for everything else.

The site's **Timesaver Toolkit for Meetings** includes tips, tools, and sample agendas for all five meeting types listed above.

Go to the Toolkit