



MASTERING MEETINGS: WHY THEY DON'T WORK AND WHAT YOU CAN DO ABOUT IT

A 60-MINUTE WEBINAR



“Meetings are indispensable when you don’t want to do anything.”

John Kenneth Galbraith

1. What are the results of ineffective meetings?

2. How much might ineffective meetings be costing your organization?

3. Say the word “meeting” and you’ll hear sighs and groans. Why do you think most meetings aren’t *effective*?

a) no _____

b) no _____

c) unclear _____

d) too _____

e) _____

f) no _____

g) no _____

4. How can we overcome these issues?

a) (no preparation) _____

b) (no agenda) _____

- c) (unclear goals)_____
- d) (too long)_____
- e) (ramble)_____
- f) (no results from meeting)_____
- g) (no follow through)_____

Thinking about a meeting that you felt was particularly effective, what made it so?

Point to Ponder:

According to research by Kathleen Vohs and colleagues from the University of Minnesota, as well as other neuroscientists, we have a limited amount of “cognitive” resources. When those resources are depleted (for things such as ineffective meetings!), we make bad decisions and choices.

Should we be wasting our limited cognitive resources on ineffective meetings?



So...the question is, why haven't your meetings been working?

What specifically can you change to “make your meetings work?”

Who else might need to be involved to make sure your meetings are effective?

Who might you ask to help you monitor the effectiveness of your meetings?
