

More with Less: Make your Team Meetings Meaningful

It appears “doing more with less” continues to be the mantra as we move through 2012. In this case it means being more efficient because you don’t have time to do everything you need to cross off your list. How about making some simple changes – like making your staff or team meetings more meaningful. Try just a few of the suggestions below to keep everyone on task and interested.

1. **Begin on time. End on time.** Respecting everyone’s time investment in your meeting is critical.
2. **Develop an agenda and share it with your attendees.** Even staff meetings should have an agenda.
3. **Clearly state your goals and objectives.** Your attendees need to know your meeting has a purpose.
4. **Schedule social time.** Allow the first 5-10 minutes of the meeting to be spent on “water cooler catch-up” – get it out of the way and get on with business.
5. **Two-minute limit.** Each person’s update should take no more than a couple of minutes. If you need more time or it leads to further discussion, take the conversation offline and hold a separate meeting.
6. **Wrap it up.** Set aside the last 10 minutes for wrap-up of the meeting. The last 5 should be dedicated to reviewing the “to-dos” and the staff responsible for each.

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