

PRODUCTIVITY

Name _____ Title _____

RUNNING PRODUCTIVE MEETINGS WORKSHEET

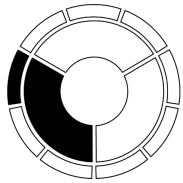
As a manager, when you elevate the effectiveness of your meetings, you can exponentially increase your value to the organization. Use this worksheet to help you implement the information you learned in the Productive Meetings Lesson.

Use the four steps below to perform a meeting audit on your recurring meetings. Evaluate one or more of your current meetings that you run (or attend) and learn how you can begin to implement the meeting guidelines (best practices) from the lesson into your actual meetings.

Step 1:

Make a list of every recurring meeting you attend or run (weekly, biweekly, monthly). Indicate on this list if you are Attending (A) or if you Run the meeting (R)





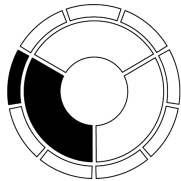
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Step 2:

Review the Effective Meetings Guidelines you learned about in the video and handout for this lesson. For your convenience, they are provided below. Use these to evaluate your current meetings.

1. Don't meet unnecessarily. Ask yourself. Is this meeting really necessary? Can we accomplish the same objectives through email updates and then use regularly occurring rhythm meetings for the collaboration and problem-solving we need to do?
2. Set a schedule for rhythm meetings. At times, ad hoc meetings are necessary. However, the most effective managers strive to have 90% of internal meetings on a regular recurring rhythm. These rhythm meetings can also be thought of as "structural meetings". They are purposeful, recur on the same day and time, and include a consistent group of attendees. Others can be invited to join in on an as-needed basis.
3. Be deliberate about how the time is used. Communicate the purpose and objectives of the meeting in advance and ensure attendees understand what preparation is expected. Use a written agenda. Keep the meeting on track and drive to results.
4. Keep most meetings under an hour (50-minute meetings are often ideal). Schedule 50-minute meetings within a 60-minute time block. Start and end on time. Ending at 50 minutes allows people time for restroom breaks and timely transitions to the next hour of meetings.
5. Use ground rules. Ground rules are basic, agreed-upon guidelines that help attendees orient to meeting intentions and boundaries. Examples of ground rules: Phones off and laptops down, everyone participates, OK to call a timeout, etc.
6. Start every meeting with a "check-in". A check-in is where each person briefly shares how they are doing and a little bit about their current context. For example, people can share if they are not feeling well, distracted, or stressed. Empathizing with others can positively impact the dynamic and improve the productivity of the meeting.





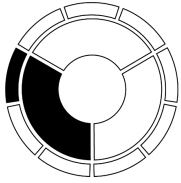
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7. Document decisions and action items. Capture and date key decisions for ongoing reference to minimize future confusion and/or conflict. Ensure accountability by documenting agreed-upon action items, target dates, and commitments. Make sure to assign all items to a specific person who has accepted that assignment.
8. Capture open loops and parking lot items. Keep a running list of open loops, these are issues that need to be resolved before the current

Step 3:

Reflect on the Effective Meetings Guidelines above, assign a grade (using the grades of A through F) to each meeting on the list you created in step 1 in this worksheet. Again, base your grade on how effective the meeting is (judging by the best practices and if it accomplishes its purpose). This is subjective and there is no right answer. Just grade your meetings according to your sense of it. Feel free to just mark the above meetings on previous pages with an A through an F. Feel free to use + or - as well. Example B+ or C-.





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Step 4:

If you can think of any ways you can improve or upgrade any of your meetings, please describe what you could do to improve a meeting. Examples of changes are: a new agenda, new time (shorter), change in attendees, or new guidelines (and agreement for new guidelines).

