

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.
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.
(e.g., stay focused and on-topic – no monologues)
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.



UNIVERSITY OF
South Carolina
Office of Organizational Excellence

From the
**TIMESAVER TOOLKIT
FOR MEETINGS**
sc.edu/excellence

**Want to get these Top 10 Tips in postcard format for sharing with colleagues?
Let us know how many you need. We'll send you a set for handing out.**

The card shows all the info seen here and on the next page, but in smaller postcard size.
It's free of charge. **Scan the code for a quick order form**, or go to 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

High Engagement
Active involvement
of all participants

DECIDE Inform or make a decision

SOLVE Solve a problem

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.

Use the **Meeting Time Calculator** to see how much time you spend in meetings – and how much time you could save with fewer, faster, and better meetings.

Go to the Toolkit

