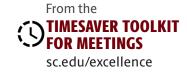
## **TOP 10 TIPS**

## Fewer, faster, better meetings

- 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.





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.

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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

**SOLVE** Solve a problem

**High Engagement**Active involvement of all participants

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.

