

Keys to Running an Effective Meeting

Ready to run a killer meeting? First, don't waste time — make sure everyone knows the when and where beforehand. Only invite the essential players because too many cooks spoil the broth. Stay on track by having a clear leader and a focused agenda, and for heaven's sake, wrap it up with clear action items and deadlines. Remember, less is more, so keep it focused and productive!

Meeting Time, Date and Location: Ensure everyone is on the same page regarding when the meeting will take place.

List of Participants: Only invite those who need to be present and who will be accountable.

Meeting Leader: Who is responsible for guiding the meeting and keeping it on track.

Primary Purpose of the Meeting: Set clear intentions to keep the meeting focused.

Desired Results: Clarify what success looks like for this meeting.

Minutes Allocated: Allocate specific times for each discussion item.

Discussion Items: Prepare detailed points to be discussed.

Links & Resources: Provide relevant documents to support the discussion.

Action Items: Assign specific tasks to be completed post-meeting, with clear owners.

Deadline: Set due date for each action item.

Biggest Takeaway: Summarize the most important conclusion or insight from the meeting.



Effective meetings are a sign of a good organization. The fewer, the better.