How to Run Successful Meetings...

Bad meetings are a huge waste of time, and leave everyone frustrated. Make sure this doesn’t happen at your meetings. Follow these 9 proven steps to make your meetings efficient, engaging, and productive.

Become a Meeting Champion and make your participants happy!

1. **Agenda**
   - 1. Progress Update
   - 2. Introducing “Project X”
   - 3. Brainstorm approaches

2. **DEFINE SCOPE**
   - 1. clarify goals & objectives
   - 2. identify who to invite
   - 3. decide on time & location

3. **SEND INVITES**

4. **SET UP SPACE**
   - Include:
     - time
     - location
     - meeting agenda

5. **START MEETING**
   - 1. warm up / icebreaker activity
   - 2. review outcomes from preceding meeting
   - 3. review meeting agenda
   - 4. review ground rules for the meeting

6. **ADDRESS AGENDA ITEMS ONE BY ONE**
   - Remember to:
     - monitor time
     - stay on topic
     - engage participants
     - take notes
     - record decisions
     - record tasks

7. **END MEETING**
   - 1. review meeting outcomes
   - 2. schedule follow up meeting

8. **CREATE REPORT**
   - Include:
     - time & location
     - who attended
     - visuals
     - minutes
     - decisions made
     - tasks assigned

9. **SHARE REPORT**
   - Send to:
     - meeting participants
     - other stakeholders

---

MeetingSift Makes it Easy!

MeetingSift’s easy to use meeting collaboration platform helps you plan and run more productive meetings, with higher engagement, better decision making, and more consistent follow up.

Use MeetingSift at your next meeting. Try for free at www.meetingsift.com

Meeting Champion