

Are meetings wasting your time?

with

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“think
learn?
succeed”

“Smart training for clever people”

How long do you spend in meetings each week? Most people average 16 hours – or two full work days.

Is that time productive? Or do you need to work smarter? Here are 11 questions to ask yourself before attending a meeting.

1. Does the meeting topic impact on me and/or my team? Yes/ No
2. Are my work objectives aligned with the topic of this meeting? Yes/ No
3. Do I have specialist expertise that is required to make decisions in this meeting? Yes/ No
4. Will I be playing an active role in the meeting? Yes/ No
5. Could someone else on my team attend in my place? Yes/ No
6. Can decisions about this issue be made in another way (e.g. email voting)? Yes/ No
7. Does the meeting have political implications? Yes/ No
8. Are there benefits I will gain by attending this meeting? Yes/ No
9. Is there a relevant agenda for the meeting? Yes/ No
10. Have I and others prepared for the meeting adequately? Yes/ No
11. Is there a chairperson who will manage the process? Yes/ No

If you answer “no” to two or more questions, you should not attend this meeting. Other options are to conduct a phone conference, assign someone else to attend, provide your input in writing or cancel the meeting altogether. Remember, the time you spend in the meeting could be dedicated to getting something else done!

Read more about it

Justice, T & Jamieson, D: 1999 The Facilitator’s Fieldbook.

How do professional facilitators make meetings run smoothly? The answers are in this book. It is full of checklists, procedures, templates and scenarios. If you’re a manager or meeting chairperson, keep this book handy!

Book Eleanor to run a course for your team [Contact us now](#)