Guidelines for Conducting Fewer, Shorter, More Effective and More Productive Meetings

1. **Agenda**
   - Have a typed Agenda for each attendee.
     - “No Agenda, No Meeting!”
   - Follow the agenda (put times for subject discussion if desired).
   - Put the Meeting Purpose at the top of the Agenda. (Read when meeting starts)

2. **Meeting Commitments**
   - Put the action item template on the back of the agenda.
   - Have all agreed to action items written on the action step template.

3. **Clarification**
   - Have each attendee read back their written action items prior to the end of the meeting.

4. **Parking Lot**
   - Use a Parking Lot for items:
     - Brought up but not on the agenda
     - Items discussed that grow too large for the meeting

5. **Timing**
   - Start and end the meetings on time or even end them early

6. **Surprises**
   - Allow no more surprises of non-performance in meetings!!

7. **Follow-up Summaries**
   - Stop sending summaries of delegated tasks and projects from meetings.