

# Tip 18 – Stick to Meeting Time Limits





- **Stick to time limits each time you hold a meeting**

## **Time Limit**



# Keeping Meetings on Topic



- **Know how long the meeting lasts and what the agenda is**

# Keeping Yourself Focused



- Stay on topic and get business taken care of rather than stalling around or wasting time

# In Summary

## ● Tip 18 – Stick to Meeting Time Limits

1. Keeping Meetings on Topic
2. Keeping Yourself Focused