Leading Effective Management Meetings

**|| General tips ||**

1. Start and end on time. Use a timer to allocate time to each agenda item, if needed.
2. Have someone take meeting notes (agenda, decisions, To-Dos) and share with the group afterward in a shared doc.
3. Be attentive. No texting, slacking, emailing during meetings.
4. Adopt a collaborative meeting style:
   1. Welcome input from everyone.
   2. Invite comments from those less inclined to speak.
   3. Monitor for psychological safety (everyone feels comfortable voicing their perspective) and restore if lost.
   4. Keep purpose in mind. Respectfully redirect, if getting off topic or less relevant to the group.
   5. Adopt a solutions mindset when discussing problems.
   6. Practice active listening (body language, eye contact, checking for understanding).
   7. Emphasize balanced participation.
5. Prepare for the meeting
   1. Share any background info ahead of time, and expect people to read it.
   2. Set an agenda and share beforehand in a shared doc.

**|| Sample meeting structure ||** (just a sample; adapt to the needs of meeting objectives)

1. Reporting (25 minutes)  
   No discussion, any issues that come up get added to your list of problems to solve
   1. Good News - Sharing successes
   2. Scorecard - Reviewing metrics
   3. OKR Review - Reviewing progress on goals
   4. Announcements - Customer/Employee Headlines, What should everyone be aware of?
   5. To-Do List - Reviewing To-Dos from last meeting
2. Problem Solving (60 minutes)
   1. Prioritize problems to solve
   2. Define, discuss, and solve them
   3. Add items to your To-Do list
3. Conclude (5 minutes)
   1. Recap To-Dos with assigned person responsible
   2. Rate meeting from 1-10 on effectiveness. Discuss refinements for the next meeting.

**|| Tools ||**

1. Shared document for tracking meeting notes (agenda, decisions, To-Dos)
2. Project management tool for tracking To-Dos