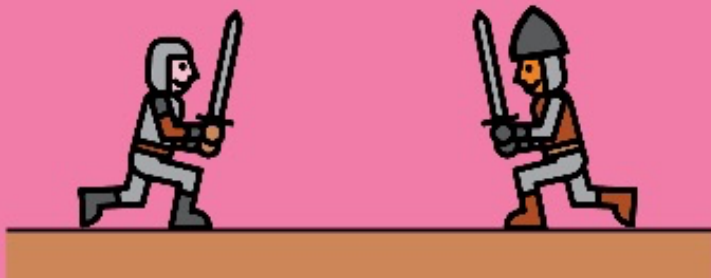


## Encourage the clash of ideas

Too often, people strive for consensus which leaves fertile ground untilled. In a good meeting, people get fired up arguing their points.

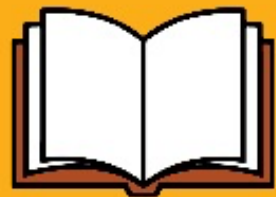


## Stop inviting, sell your meeting

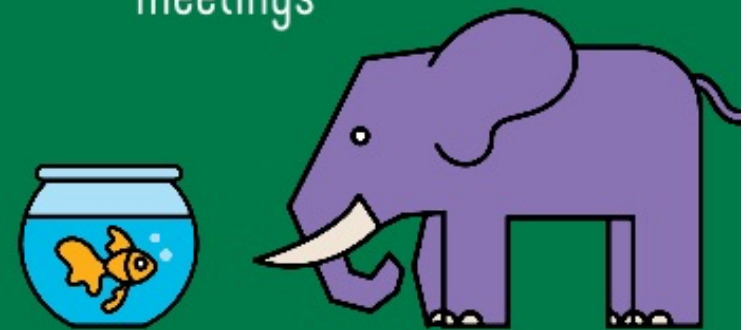
When you want people to attend, you should learn to communicate the value of the meeting so that people want to attend.

## Promote transparency

Make the meeting available to everyone.



## 9 tips for running memorable meetings



## Make meetings visual

Visual meetings are not only more fun than normal meetings, they are also more interactive and productive. Participants of visual meetings are more engaged and prepared for action.



## Make decisions quickly, even if they are imperfect

Getting traction on a single thing is far more useful than touching on many without forward momentum on any.



## Seek to improve

Save at least the last five minutes to summarize what you learned, articulate what was valuable, commit to what you are going to do as a result of the meeting, and clarify how you will assess the success of your next steps.

## Break the ice

Start off a meeting with an “icebreaker”. It increases the energy in the meeting, gets everybody involved, and as a byproduct, also helps you find out more about your coworkers.



## Energize your meetings with games

Use stage games or competitions that challenge people mentally or physically during breaks or if energy is lagging.



## Kitchens are better than conference rooms

Your attendees want something different – something they haven't seen before.

