

1. Don't have the meeting.

**Does it really need to
be a meeting?**

Could an email do it?

Or a guide?

2. At least have an agenda.

**A really specific one,
with clear discussion
points and an
objective for the
outcome.**

3. Keep it short.

**Meetings expand to
fill the aloted time.**

**Make 15 –30 minutes
the norm, not the
default 1 hour.**

4. Recur at your peril.

**Recurring meetings
are the worst type.
Only use them when
it really makes sense.**

5. Tone down the small talk.

**You can still all be
friends but get to the
point without 10
minutes of waffle at
the start.**