

SCHEDULING THE MEETING

After you've selected the basic agenda issues, get your meeting scheduled. But wait. There is more thinking involved before you just take that walk down the hall or pick up the phone.

Optimally, when you call a meeting with boss, peers, clients, or staff, you're looking for people to give their best: undivided attention, high-energy focus, a receptive and open frame of mind. Many factors govern our ability to give all this. They can all be affected by scheduling.

Although the reality of the workplace may not always allow you total discretion about when and where you'll schedule a meeting, **I'll** now give you the best-of-all-possible-worlds suggestions.

When to Meet

Time of Day

Choosing the best time of day and day of the week is the first step toward successful business encounters. To customize one-on-one meetings for optimal conditions, your choice should take into account the unique work habits of your opposite number and the demands of his/her work and personal life. For larger groups, some basic truths about all of us and how we respond at different times of the work-day and days of the work-week should be considered. Here are several key factors:

Bio-rhythms

Everyone operates with a different metabolic clock. Some people are "chirpers," arising with the dawn, able to move mountains before ten o'clock. Others are "night owls," whose bio-rhythmic curve rises as the days goes on. They really hit their stride late in the day and love to work far into the night, while the "chirpers," losing their speed by mid-afternoon, are happy to put the brain to bed early.

Although we may not all be *totally* one or the other, the general categories of "chirper" and "night owl" cover most all our bio-rhythmic curves.

Therefore, for top attention and energy, become aware of your own *and* your opposite number(s)' energy patterns. Try to take these into account as you schedule your meeting.

If it's a large organization, try to find out enough about the other