

- Knowing how things usually go in your shop (when meetings are called, what time of day is big crunch or deadline time, etc.) is a start toward determining the least distracting time of day.

Work Habits

When does the boss like to clear the desk, return calls, read reports, or think, and when is he/she busiest or most pressured? This requires some insider information. If your workforce is small and the boss highly visible, you can probably answer for yourself. If not, ask his/her secretary when you make your appointment. (More on how to do this later.)

Which Day

The Content

The determination about choosing which day should be made based on subject matter and the follow-up you want.

- Monday finds people needing to get in gear, to remember what they left undone from last week, and generally to push themselves up to work speed after a weekend of winding down. On the other hand, it has the advantage of still-clear heads, before the week's demands overtake the empty spaces. It also means that you have a whole week to work on something and meet about about it, providing some continuity.
- Friday is indeed the day of surfeit, with people generally hanging on till the weekend respite comes. It feels more like ending something than a time to consider beginning something or suddenly having an added factor to think about. Friday afternoons are the worst time to challenge people to just think. It's also difficult for them not to ruminate about when the meeting will be over!
- A meeting about a big subject should happen Monday, later in the morning, with a plan to touch base again during the week. (Don't neglect the coffee here.)
- One-shot meetings of benign information giving or getting can happen on any day, but keep the basic time-of-day principals in mind.
- Bad news or criticism meetings should not happen on Fridays. Friday has an air of finality to it. It gives the recipient a weekend of ruminating and blowing things out of all proportion, coming to work