

The Down Side

If you mean your meeting to be very productive and efficient in a specific way, lunch creates problems.

- There are interruptions for ordering and eating which may disrupt an important moment.
- The defocused time spent chatting, although beneficial if you know what to do with what you're learning, can also cause you not to get to a tangible result.
- Writing notes or working with documents is very difficult at a table full of pasta and Perrier.

Lunch is much better for generic kinds of fact finding than the pointed office meeting huddled over a worktable. It gives you information of a more informal and personal nature you'd probably never get in your office. It's a good place to generate or test ideas and get responses, but not a good place to try to come away from with an exact written product.

Breakfast Meetings

The Up Side

The best aspect of breakfast meetings is the untrammelled nature of everyone's mind at that hour of the morning. Able to focus tightly before the daily demands move in and fight for equal time, your meeting mate or mates will be very receptive to focusing on your wavelength.

The Down Side

Breakfast meetings are a burden and a chore if you're a "night owl" and not a "chirper." "Night owls" think grim thoughts about the generator of such an ungodly and uncivilized get-together. Know your invitees!

To wrap up: The decision of where to meet depends on what your meeting is about. The working atmosphere you choose or create can help or hinder your results, as does your timing.

I think I can hear some of you saying, "These ideas are very useful if you have several choices, but I'm in a small business and have no other