Meetings Essentials: How to respect each others' time

Yo!

I'm Conrad

Turning numbers into insights. Let's talk samoyeds and sushi!

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Some background

- I was a huge and strict fan of extremely respecting each other's time as I value everyone's time

- I'm no longer a fan of that cause too many people do not treat their work seriously and hence will not respect other co-workers time

- I'm a little bit less strict on that but the core thing is I kept my sanity about that

- Why I created this presentation? Too many people in the past made me wonder why did I even joined their meeting

- What this presentation will be about? Mixture of tips on how to make people more happy and productive with successful meetings

Successful meetings essentials

- Setup clear agenda for your meeting

- On the day of your meeting remind the invitees about the meeting, whether it will happen or not

- If there are multiple people speaking give them fixed amounts of time and monitor that

- Accept questions via comments section in the tool you use and ask people pitching certain topic to cover them just after their part

- It's not coffee-chat meeting, everything not strictly meeting-related should be immediately cut

- If you're the person presenting, always come prepared, no matter how creative maestro you are. If you don't want to waste others' time by not remembering what you wanted to say, better not go YOLO

It's that simple.

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