**LEADERSHIP SKILL:**

**CREATING PRODUCTIVE AND POSITIVE MEETINGS**

**1. DEFINE THE PURPOSE (THE WHY)**

Meetings usually contain more than one item of discussion. For each item, help determine the purpose of focus. Here is a list of possible to describe **THE WHY**:

* Inform
* Discuss
* Decide
* Learn
* Connect

**2. DETERMINE THE PEOPLE (THE WHO)**

Effective meetings ensure the right people are present to achieve the desired outcome, and they also ensure that people who are not needed are not wasting time at the meeting. Here are questions to help you plan before a meeting or ask during a meeting to make sure **THE WHO** is covered.

* Who must be present?
* Who does not need to participate or should not participate?
* Who is welcome but not required to participate?

**3. DESIGN THE PLAN (THE HOW)**

Meetings feel more productive when the process ties to the advancement of the purpose. Use the following list to help everyone involved stay aligned on **THE HOW** both during and after the meeting.

* Designate an appropriate amount of meeting time to achieve the desired purpose
* Close the meeting by confirming follow up actions with deadlines for each
* Highlight how helpful it will be when these next steps completed

***Meetings are at the heart of an effective organization, and each***

***meeting is an opportunity to clarify issues, set new directions, sharpen***

***focus, create alignment, and move objectives forward.*** —Paul Axtell