Title:
3 Myths That Ruin Meetings

Word Count:
382

Summary:
Every year these myths waste billions of dollars in payroll money.

Keywords:
effective meetings, bad meetings, business meeting, facilitation, steve kaye,
facilitator, leadership, one great meeting

Article Body:
These myths have cost companies billions of dollars in wasted payroll money.

Myth #1) Structure spoils spontaneity.

I once attended a two-day long disaster that easily cost over $40,000. Thirty
people spent the first hour seeking an issue to discuss, then spent the next 15
hours arguing over insolvable problems. When I asked the manager who called the
meeting, "Where's the agenda?" the reply was, "I didn't want to spoil the
spontaneity by imposing a structure."

Reality: If spontaneity were a universally sound business practice we would
build buildings without blueprints. Of course, no smart business leader works
without a plan.

The Fix: Set a goal and then prepare an agenda. Ideally, this agenda should be
so clear, complete, and specific that someone else could use it to lead the
meeting to obtain the accomplish the goal.

Myth #2: Since it's my meeting I should do all the talking.

Some meetings are run like a medieval court. The chairperson sits on a verbal
throne while the subjects sit in respectful silence. The big talker justifies
this by thinking: if the other people in the meeting knew anything worthwhile,
they'd be leading the meeting.

Reality: If you're the only one talking, you're working too hard. In addition,
realize that most people protect themselves from extended monologues by sending

their thoughts off on a holiday. That is, no one is paying attention to you: they're busy daydreaming, doodling, or dreaming.

The Fix: Convey large amounts of information by a memo or email. Then call a meeting based on participant driven activities that test or reinforce comprehension.

Myth #3: Meetings are free.

Most meetings are paid for with soft money. That is, it's money that has already been spent for wages. In addition, no purchase request is necessary. No budget needs to be approved. All someone has to do is call a meeting.

Reality: Meetings are very expensive. They use people's time, and payroll is the largest part of running a business. When people hold bad meetings, they waste the most important resource in a business - the time people that spend working to earn a profit for the company.

The Fix: Design meetings to earn a profit. After all, a meeting is a business activity, not a company picnic.

Learn more about Effective Meetings at: http://www.squidoo.com/OneGreatMeeting/