**How to Run a Successful Meeting in Half the Time**

**Highlights**

1.              A meeting without a clear-cut objective is a trip to nowhere.  A trip to nowhere goes on forever.

2.              Progress has been made more difficult because of a lack of defined goals.

3.              To find your objectives, ask yourself:

                         “Why am I holding the meeting?”

                         “Why am I going to participate in the meeting?”

                         “What do I want to achieve at the meeting?”

                         “What do I want to achieve after the meeting is over?”

4.              A meeting without a specific objective is almost certain to achieve nothing specific.  And that’s a               waste of time.

5.              Meetings held on a routine basis – weekly, bimonthly, monthly – are generally tedious and               wasteful.

6.              One of the worst bureaucratic rules in business is, “When in doubt, call a meeting.”

7.              If meetings are merely routine or unnecessary, they are a sign of bad management.

8.              A person opposing your objective may do you more harm by being excluded from a meeting.

9.              The more participants, the more difficult it is to achieve your objective.

10.              The more specific the objective of the meeting, the fewer the necessary participants.

11.              When a group is larger than about ten, the participants are playing more for effect than results.

12.              A carefully prepared memo or agenda is the best way to save time and results.

13.              Careful preparation is the best way to keep any meeting on target.

14.              Make a potentially long meeting short by planning the best time to meet.

15.              Do not introduce anyone except those participants who are directly involved in the objectives of               the meeting.

16.              Treat a meeting as career training, not business.

17.              Every meeting is an opportunity to fulfill your personal objectives.

18.              You will command understanding and respect when a brief statement is prepared and a               “dissertation” is given.

19.              Measure your chances of success and plan your strategy accordingly.  Otherwise, it is guesswork.

20.              Meetings drag n endlessly and are often totally wasteful because of a lack of shared objectives.

21.              Let the participants view the proposals prior to the meeting.

22.              Where participants sit shortens the meeting.

23.              People relate better to personal stories.

24.              “Spoken words are like smoke in the wind.”

25.              The four elements that make a meeting twice as success in half the time:

                         •Time constraints

                         •Preparation

                         •Proper presentations

                         •Control

26.              If a visual aid will get your message across effectively, it is a big time saver.

27.              Any visual aid that requires too much explanation defeats the purpose.

28.              Questions can be more creative than answers.

29.              Shorter is sweeter.

30.              Careful preparation is the best way to keep any meeting on target and on time.  It will cut your               meeting time in half.

31.              Q:  Memo or menu:  Should you mix meetings with meals?

              A:  Yes, if your objective is to establish a social as well as a business relationship.

32.              Breakfast is the best “meeting” meal.

33.              Meetings drag on endlessly and are often totally wasteful because of a lack of shared objectives.

34.              Comfort is GREAT…FOR INSOMNIA.

35.              Q:  Does where participants sit shorten a meeting?

              A:  Yes, because clear lines of authority are established and the meeting is kept under control.

36.              Remember, seconds save seconds…and hours.