

Top tips for effective Meetings

1. Be clear on the **purpose** of the meeting and what you want from it. No purpose – no meeting.
2. Have an **agenda** that reflects the purpose, no agenda no meeting (don't turn up!)
3. Start and finish on **time** – everyone.
4. Identify attendees' (your) **objectives and concerns** for the meeting
5. Establish the **ground rules** – e.g. mobile phones switched off
6. Avoid excessive opinion swapping, keep asking 'what's the **action** here'
7. Have regular **summaries** throughout the meeting
8. Keep focus, avoid fine detail – remember **80:20** (Pareto) principle
9. **Record** actions (not minutes)
10. Only agree to do (actions) what you are **committed** to doing and then do it - on time.

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