

A productive meeting is measured by impact, not time. To give your meetings the greatest impact circulate an agenda and make sure everyone takes the time to prepare, set aside time to identify problems, but get your team in the habit of thinking about solutions as well. Build up people's courage, which in turn gives them more confidence to speak up, question, and share ideas in meetings. Use this Team Meeting Commitment Checklist to ensure that a decision has been made, there is clarity in what has been happening, and committing to action.

- At the end of every meeting, ask the question: What exactly have we decided here today?
- There is clarity around what's happening in between meetings, and who's doing what by when.
- If you hear a decision (that had been made at a prior meeting) being questioned at a subsequent meeting, ask: Why are we revisiting something that we've committed to?
- If agreement isn't reached, but everyone has shared their perspective and opinion, ask: Is it time for the leader to make the ultimate decision based on our differing viewpoints?
- After a decision has been made, ensure that there is follow-up communication for those who were not in attendance, or for those impacted by the decision.

POSSIBLE ACTIONS IN BETWEEN MEETINGS

Further Research

Seek input from someone

Categorize a list

Make a plan

Move the thinking forward

Meet as a small group

Type and distribute notes

Create a budget

Edit a document or presentation

