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Business Tips for SUCCESS

RESCO Solutions, Inc.

Helping businesses get to the next level through coaching, mentoring & training



Seven Ways To Have Productive Meetings In Your Organization

You Can Soar Like An Eagle When You Do The Right Things Right At The Right Time.
Don't Play With Chickens And Turkeys

Businesses spend huge amounts of money each year through highly paid people attending meetings.

- ◆ Ever thought of how much money is invested by your company in meetings each week, each month or each year.
- ◆ Have you ever tried to figure out the payback on this investment? Probably not.
- ◆ Businesses judge every other investment in terms of payback and return on investment, why not meeting costs?
- ◆ Yet most people hate meetings.

Are businesses wasting money? Why do businesses have meetings when people hate them?

These may sound like lame questions but they are indeed extremely important.

Many executives and even CEO's find meetings boring and unproductive. While this may be true, the reality is that CEO's and business executives can energize their workforce and take their business to the next level by having good, productive and exciting meetings.

This article will attempt to steer you in that direction. If you can develop a rhythm of having good meetings, your business will never be the same. Please read on.

Let us first understand why people have meetings.

Generally there are three reasons for having a business meeting:

- ◆ Strategic: These meetings are held to discuss matters of strategic importance, make decisions and plan courses of action.
- ◆ Tactical: These meeting are held to discuss routine operational matters, make decisions and solve day-to-day problems.
- ◆ Informational: These meeting are to communicate or exchange information, educate and inspire people in an organization.

The next question is why are many meetings boring and unproductive? Meetings are boring and unproductive because:

- ◆ Purpose of the meeting and the agenda are not clearly understood prior to the start of the meeting.
- ◆ Agenda is not maintained during the meeting and often time spent on tangential issues.
- ◆ Meetings do not start and end on time.
- ◆ No clear conclusions. People leave the meeting without a clear understanding of what they are supposed to do or have mixed opinions about matters discussed.
- ◆ Participants do not make decisions during the meeting and rehash decisions made previously.
- ◆ Some participants dominate the meeting and take the meeting wherever they want.
- ◆ People get lost in small issues and neglect discussing bigger problems.
- ◆ People have many pressing issues and find meetings a drain on their time.
- ◆ Lack of commitment. People come to the meeting because they feel compelled.
- ◆ Lack of follow through on tasks.

In his recent book called *Death by Meeting*, Patrick Lencioni deals with the issue of bad and unproductive meetings and explains how things can turn around in an organization when the meetings become productive. This book is a great resource for business executives.

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Here are **SEVEN WAYS** how you can improve the meetings and create excitement for people in your organization

- ◆ **OUTCOME:** Each meeting should have a clear purpose and desired outcome. Notify the participants of the purpose and the desired outcome before the meeting
- ◆ **AGENDA:** Agenda must not have more than 3 to 5 items. Follow the agenda, keep non-agenda discussion off the table, make decisions on agenda items, put unfinished business on agenda for next meeting and manage interruptions.
- ◆ **TIME:** Respect each participant's time. Start the meeting on time and end it on time.
- ◆ **EMOTION:** Conduct meetings with emotion and passion.
- ◆ **HUMOR:** Make meetings interesting by injecting humor.
- ◆ **CONCLUSION:** Conclude by reviewing whether the purpose of the meeting was achieved and a clear understanding of all resulting actions and assignments. Have a clear agreement on the content of the information that will be disseminated through the organization.
- ◆ **FOLLOW UP:** Follow up diligently on actions that result from the meeting.

Writing meeting minutes is a vital task of conducting a meeting successfully. Minutes must be accurate and reflect what was actually said without fluff. Minutes must clearly state the actions that were agreed upon and who is responsible for them. Also state a time frame in which the actions are to be completed.

Many businesses do not practice these principles and are unable to go to the next level. In addition, the CEO's and Business Owners are reluctant to get help and continue to operate with a mindset that it is their business and they know best. For such people the results may not be very pretty.

An Exercise You Can Do Immediately. Try it.

Before you schedule a meeting, imagine the meeting is over. Create a scenario in your mind of what you wanted to achieve through the meeting and what would have to have happened to satisfy your purpose. Conduct the meeting with this scenario in your mind. This will give your meeting a clear purpose and an end through the meeting.

I have written this *BTS eZine*[™] to make some general points to provoke thinking. If you would like to learn more about these topics or would like to discuss any other business or management issue that you may be faced with, please write to me at btsezine@re-sco.com.

Every business must conduct *PRODUCTIVE and EXCITING MEETINGS* that are held regularly and with rhythm.

How are meetings in your organization? Are they boring, frustrating and unproductive? To learn more about how to energize your business by improving your meetings and create rhythm, write to ppande@re-sco.com.

Every business must have an annual *PHYSICAL*. When was the last time your business had one? I am not talking about the financial audits; I am talking about a business physical. If you have not had one in last twelve months make having one a high priority. To learn more about Business Physicals, write to ppande@re-sco.com.

I bring to you a combination of my 30+ years of business background and my experiences as a Business Coach. As a licensee of **The CEO Advantage**[™] I am able to bring methodologies to businesses that help them get to the next level. These proven methodologies are based on the works of Jim Collins, Patrick Lencioni and Verne Harnish.

Prafulla Pande

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In today's economy where competition is intense achieving sustained profitable growth is not easy. Companies must think outside the box and implement strategies that meet the current needs of the business while planning for the long-term. To help this cause I plan to write on topics that will help you take away some ideas that you can put to use immediately and get value. **All this at no cost to you.** Keep reading these emails and keep sending me your comments. This will help me write more articles of value – just for you. Cheers.

If you like what you read here, and need advice on a particular aspect of your business or an issue you are wrestling with, feel free to contact Praf at ppande@re-sco.com. He will always attempt to steer you in the right direction. No ifs and buts.

BTSeZines™ are distributed to anyone who has to deal with the challenges of growing the top and bottom lines of their business.

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