

10 Tips to Run Your Meeting Like a Boss

1. **Be clear on the purpose:** Is this a recurring weekly meeting? Or a project / issue-focused (ad hoc) meeting? Know what are (and aren't!) meeting about.
2. **Start on time and end on time:** Critical to building trust, always start on time or acknowledge if you can't. And end on time (or early!), or ask if it's okay to run late.
3. **Schedule a firm date, time & location, and send in a calendar invitation:** Go into the meeting location as scheduled...don't re-confirm by asking "Are we meeting?"
4. **Have a written meeting agenda:** Designate one person as the agenda keeper, and send them agenda items leading up to the meeting. Circulate the agenda prior to the meeting.
5. **Keep written meeting notes and send to recap agreements:** Send the agenda keeper's meeting notes to recap. Refer back to review agreements/responsibilities/accountabilities.
6. **Begin with a brief check-in / warm-up:** See how everyone's doing and get everyone in the present moment by asking for anything from a 1-2 minute share, to a one-word check-in.
7. **Separate Recurring Meetings vs. Ad Hoc Meetings:** Schedule recurring meetings between leaders and direct reports once per week to discuss routine business. Schedule ad hoc meetings (one-off meetings with a special purpose) as needed to kick off various projects like launching a sales effort, planning for an event you're hosting, or similar larger-scale, one-off issues. These types of subjects often require 30-60 minutes per issue to properly handle...so don't try to cram these into your routine weekly meeting.
8. **Put off-topic issues in the “Parking Lot”:** Stay on course by asking the agenda keeper to put any off-topic / ancillary issues on next week's agenda, or a different agenda.
9. **Don't have meetings that don't happen (Kiss of Death):** "Well, we're SUPPOSED to meet every Tuesday afternoon but it never happens." Don't do this!
10. **Relax...rescheduling happens:** Schedule the meeting, and try to make any reschedules the exception rather than the rule. Run your meeting by phone/video if needed to stay on track.