

# Meetings That Really Matter

## Pre-Session Package

### Welcome!

I am looking forward to your attending the Meetings That Really Matter Workshop! In order to help you prepare and start thinking for the workshop, please take about 15 minutes today to review and complete this package. This will help you gain the most from this experience.

James P. Hauptert

*Please bring this with you as it will help you "hit the ground running."*

### What's in This Package?

You will need to complete three important activities that will help you prepare for the workshop:

1. **Quick Challenge** - Take a short quiz on meetings.  
*Estimated completion time 5 minutes.*
2. **Ranking Meeting Problems** - This information will be used for small group discussion in the workshop.  
*Estimated completion time 5 minutes.*
3. **Meeting Solutions** - This information will be used in the workshop to discuss actions to improve your meetings.  
*Estimated completion time 5 minutes.*

**Note:** *Please print out pages 2 through 4 before completion.*



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## Activity One: Quick Challenge

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*You will score your own quiz in the workshop. This will not be graded nor collected.*

### How much do you know about conducting good meetings?

*Circle the one best answer or fill in the blank to the following questions.*

1. The leader of the meeting should take the minutes of the meeting. **T or F**
2. It is important to circulate the meeting agenda prior to the meeting. **T or F**
3. The meeting leader is responsible for the success of the meeting. **T or F**
4. In a recent survey sampling of your employees, what % of the meetings they attend were "not effective". \_\_\_\_\_ %
5. In this same survey, what % of the meetings they attend "start on time". \_\_\_\_\_ %
6. In this survey, what % of the meetings they attend have "follow up to items from the prior meeting". \_\_\_\_\_ %
7. In this survey, what % of the meetings they attend have "clearly identified follow up actions and next steps". \_\_\_\_\_ %
8. According to a national survey, the average *employee* spends what percent of his or her time in meetings? (Source: National Statistics Council) \_\_\_\_\_ %
9. According to a national survey, the average *manager* spends what percent of his or her time in meetings? (Source: AMA) \_\_\_\_\_ %
10. From this survey, during a typical meeting, the agenda items are covered what % of the total meeting time, (with the remaining time reported as "unproductive.") \_\_\_\_\_ %

Number correct out of 10 =

## Activity Two: Ranking Meeting Problems

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Review the attribute statements below. Rank these in order of how they *best describe* the meetings you now attend. Rank them in the right column as 1 = most descriptive, 2 = next most, and 3 = next most, all the way to 10 = least descriptive. Please rank using all ten numbers:

Attribute	<i>Rank</i>
K. The meeting starts late without the right people	_____
L. The agenda is not posted, often not followed, and the meeting loses focus	_____
M. Time is not managed well. Less important concerns continually distract from more important issues.	_____
N. The meeting process is slow and disorganized. Little attention is paid to improving it.	_____
O. Meetings lack contextual structure and randomly focus discussions about everything occur	_____
P. The same things come up again and again. There is little or no group memory (minutes)	_____
Q. Actions are not clearly assigned. There is not adequate follow up on actions from prior meetings	_____
R. The Leader is overloaded and has difficulty managing all the dynamics of the meeting.	_____
S. Different types of meetings are folded into one in a false attempt to save time	_____
T. The meeting runs late. There is a flurry of activity at the end of the meeting making it difficult to get closure on issues and actions.	_____

## Activity Three: Meeting Solutions

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*Give careful thought to the problems of the meetings you attend. Think about specific behaviors or practical actions that could provide immediate improvement. We will start with your ideas and build real solutions that address real problems!*

A. List at *two things* the leaders of the meetings you attend now could do to help these meetings to be more effective. Use specific behavioral descriptors to describe what you think needs to be done differently:

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B. List at *two things* the attendees of the meetings you attend now could do to help your meetings to be more effective. Use specific behavioral descriptors to describe what you think they need to do differently:

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C. List at least four major hidden costs of ineffective meetings:

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