



Business Meetings – Tip #3

How to Get the Most Out of Meetings

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So I told you how to avoid meetings. But you can't avoid them forever. So for those meetings you have to or want to attend, here are **7 strategies for getting the most out of those meetings**:

1. **Ask for an Agenda in advance.** I hate attending meetings that I don't have an agenda for. I always feel like I am about to waste time. When you get an agenda in advance, you have an idea what the meeting is about. It also helps with #2...
2. **Know what you want from the meeting.** Yeah...I don't care what the meeting is about, when you know what you want, several things change. For starters, you listen differently and you contribute with more focus. Sometimes that all it takes.
3. **Arrive early.** Really...how hard is that? Showing up late for anything is a statement about your professionalism. When it comes to meetings you run the risk of missing out on voting on some crucial decision that might affect you later.
4. **Choose your seat carefully.** The seating arrangement is one of the most important aspects of any meeting. You don't want to be sitting across the table from an "opponent" or too far from the door if you have to leave early.
5. **Know Parliamentary Procedure.** It is a set of rules governing the conduct of meetings. These rules are devolved into a manual called "*Roberts Rules of Order.*" Get a copy if you attend meetings often! When you know parliamentary procedure, everything about attending a meeting changes for you.
6. **Know how to present at a meeting.** If you have to make a presentation at a meeting, keep it tight and simple. Be clear, stick to the topic and leave a few minutes for questions after. Remember, this is not the time for grandstanding.
7. **Don't eat during a meeting.** Even when you are invited to and even when everyone else is. As soon as food is allowed in a meeting, the level of the energy drops and so too the standard of the contributions. Drink water during the meeting and eat after.

Looking forward to your next meeting yet?

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