

# Leading Effective Meetings

- **Organizations hold more than 3 billion meetings each year.**
- **Executives spend 40-50% of their working hours – or 23 hours per week – in meetings.**
- **90% of meeting attendees admit to daydreaming in them.**
- **73% acknowledge they do other work during meetings.**
- **25% of meetings are spent discussing irrelevant issues**

# SHOULD YOU CALL THAT MEETING?



WENDY MACNAUGHTON  
for TED.COM

- ▶ **Is it dynamic?**
- ▶ **Is there passion?**
- ▶ **Is there focused engagement?**
- ▶ **Are we extracting the collective wisdom of the team?**
- ▶ **Do our meetings create strategic action?**

**There are essentially two reasons for teams to meet...**

**1. Meeting to maintain momentum**

**2. Meeting to determine/change course or direction**

# Essential Components for Effective Meetings

# 1. Meeting Motif

Motif speaks to both patterns and a dominant idea

# Four Types of Meetings

The slide features a white background with a decorative graphic on the right side. This graphic consists of several overlapping, semi-transparent green triangles and polygons in various shades of green, ranging from light lime to dark forest green. The shapes are arranged in a way that they appear to be layered, creating a modern, abstract design.



# Leadership Rhythms Pyramid

# Sample Team Cadence

## 2. Right People in the Room

- ▶ **Who is going to be in the room and what are their needs?**
- ▶ **Who *won't* be in the room but will nevertheless be affected by the meeting and what are their needs?**
- ▶ **In what broader culture and environment are you operating and what are some of the overarching challenges and opportunities?**

### **3. Flexible Agenda that can be adapted in real time and Outcomes**

# Benefits of a predetermined yet flexible agenda

- ▶ Introverts are engaged
- ▶ Time is maximized
- ▶ Only essential members participate
- ▶ Team comes prepared
- ▶ Team gets buy-in
- ▶ Energy from getting to speak into the meeting agenda

- ▶ First step is understanding where you need to go
- ▶ Second step is identifying an exact location
- ▶ Finally, what is the best route to get there?
  - ▶ Should you get there as fast as possible?
  - ▶ Do you need to take a detour?
  - ▶ What is the most scenic route?
  - ▶ Are there roads that you've traveled so many times before that are perhaps best to avoid?
  - ▶ What might you need to watch out for – your team's equivalent of potholes or traffic jams?
  - ▶ Be playful, put reality on hold for a bit and push past initial, “go-to” ideas.
    - ▶ What would it look like for you to infuse your meetings with a bit of fun?
    - ▶ To begin and end in an unexpected way?
    - ▶ To use film, images, poetry, or music to spark ideas?
    - ▶ To create an opportunity for personal sharing and connection?

- ▶ <https://blog.lucidmeetings.com/blog/real-time-agenda>
- ▶ <https://blog.lucidmeetings.com/blog/4-meeting-agendas-that-drive-strategic-execution>
- ▶ Check out the resources at the bottom of this page...some great tools



**4. At some point in every meeting take some time to address the “Deep Why”**

## 5. Create Brave Space

The background features abstract, overlapping geometric shapes in various shades of green, ranging from light lime to dark forest green. These shapes are primarily located on the right side of the slide, creating a modern, layered effect. The rest of the slide is a plain white background.

**“Leaders who don’t listen will eventually be surrounded by people who have nothing to say.”**

**- Andy Stanley**

# Provoke conflict

“Avoiding the issues that merit debate and disagreement not only makes the meeting boring; it guarantees that the issues won’t be resolved. This is a recipe for frustration, which manifests itself later in the form of unproductive personal conflict, or politics.”

- Lencioni *Death by Meeting*

## 6. Recap

The background features abstract, overlapping geometric shapes in various shades of green, ranging from light lime to dark forest green. The shapes are primarily triangles and polygons, creating a dynamic, layered effect. The overall composition is clean and modern, with the text '6. Recap' positioned on the left side of the slide.