# MEETINGS THAT DON'T SUCK!

ORLANDO, FLORIDA

CMLS2018
ABOVE AND BEYOND

YOUR MEETINGS MAY SUCK

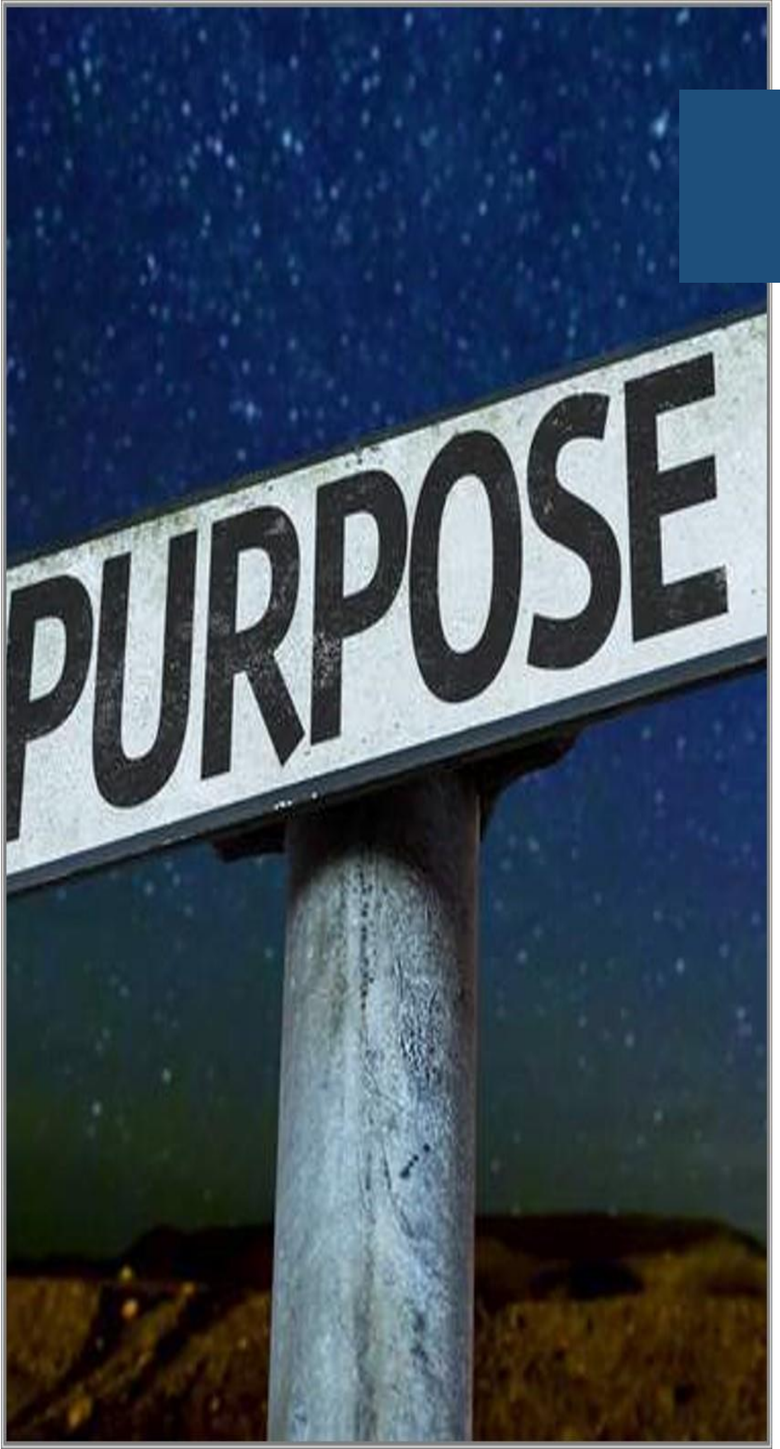
YOUR MEETINGS MAY SUCK

# YOUR MEETINGS MAY SUCK

# YOUR MEETINGS MAY SUCK

# YOUR MEETINGS MAY SUCK

Decision-Making
Collaboration
Commitment




# De-SUCK Your Meetings

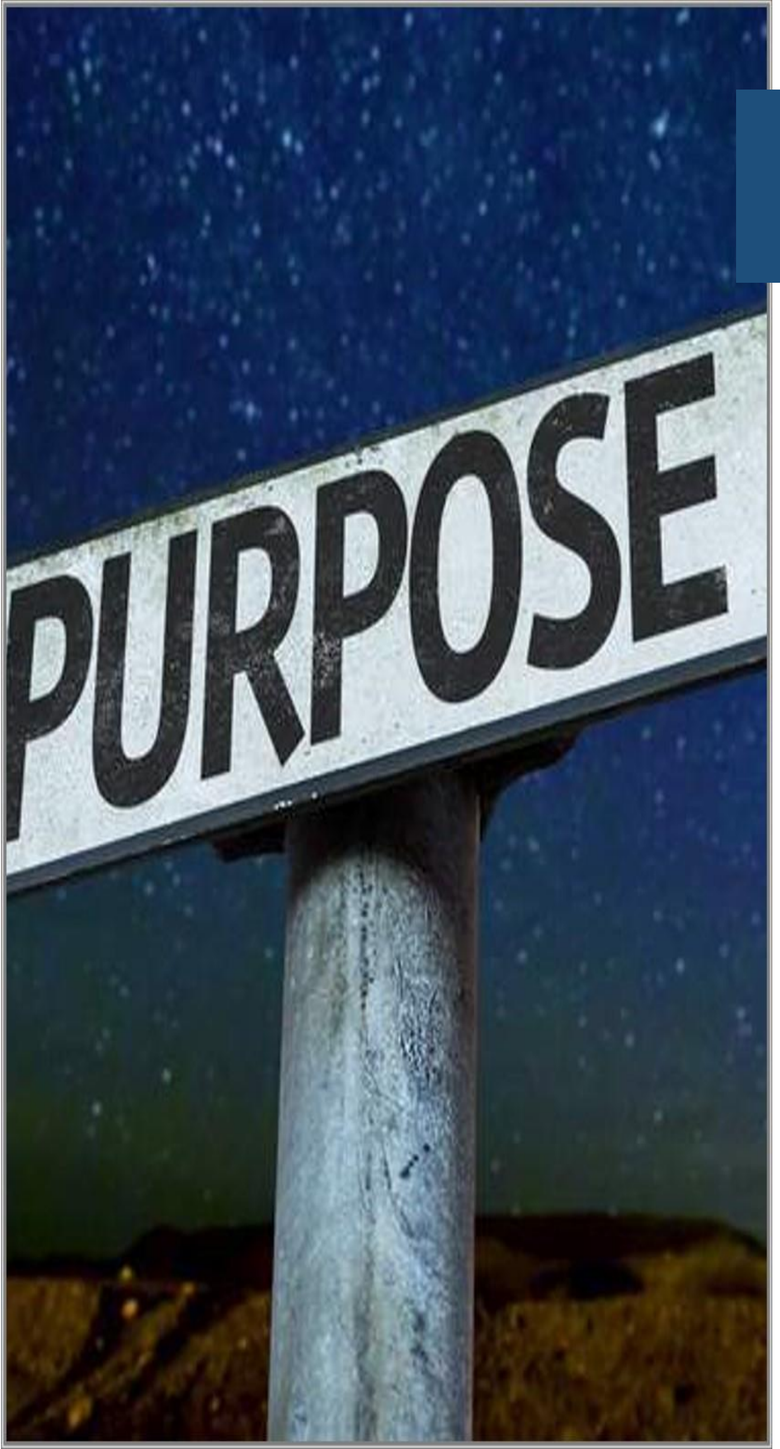
1. Create a purpose for every meeting

The purpose of this meeting...

**IS TO** = The reason you are willing to spend $$ to bring people together

**SO THAT** = The bigger purpose this meeting contributes to, the "why"

CMLS2018
ABOVE AND BEYOND




# A Few Examples...

**The purpose of this meeting...**

**IS TO** better prioritize our work requests

**SO THAT** we delight our customers by getting the work done more quickly than expected.

**The purpose of this meeting...**

**IS TO** define our facilities strategy

**SO THAT** it can be communicated & acted on.

**The purpose of this meeting...**

**IS TO** update our sales training curriculum

**SO THAT** we increase our annual sales by 20% year over year.

CMLS2018
ABOVE AND BEYOND

# De-SUCK Your Meetings

## 2. Define what you want at the end

What are the Tangible Things You Want the Group to Create...

- ✓ List of Next Steps
- ✓ Revised goals for 1st Qtr.
- ✓ Milestones for Event Planning
- ✓ Checklist for New Employee Onboarding
- ✓ Decision or Recommendation

CMLS2018
ABOVE AND BEYOND

# De-SUCK Your Meetings

## 3. Create your Agenda - in QUESTIONS

| Typical Agenda | Agenda in Questions |
| --- | --- |
| • Check In | • What is the good news from last week? |
| • Action Item Updates | • Where are we on action items from last meeting? |
| • Project Status | • Are we on/off track on Key Projects? |
| • Next Steps | • What are the top 3 issues we need to resolve today to get us back on track? |
| | • What are we committing to get done in the next week? |

CMLS2018
ABOVE AND BEYOND

# De-SUCK Your Meetings

"The true value of a company can be judged by the quality of its meetings."

Patrick Lencioni
*Death By Meeting*

1. **Create a purpose for every meeting**
2. **Define the tangible things you want at the end**
3. **Create your agenda in QUESTIONS**

CMLS2018
ABOVE AND BEYOND

if this meeting has no
stated purpose, please
return to something
that does.