
How to Make Your Meetings More Productive

Posted by deniseoberry - 2008/04/13 07:53

It's a fact. Teams meet more. But meetings are expensive and with all the other work there is to do, you can't afford to waste time.

So how do you go about making your meetings the most productive? Share your tips here.

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Re:How to Make Your Meetings More Productive

Posted by Meeting Master - 2008/04/20 05:56

We make sure that every meeting has an agenda. The agenda includes the specific purpose for the meeting and the expected outcome.

We also make sure we have the right people in the room to accomplish the purpose and outcomes for the meeting.

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