



## Tips for Running Effective Meetings



Email an agenda  
24 hours in  
advance.

Arrive 5  
minutes  
early.

Start and  
end on  
time.



Come prepared.

Share all  
relevant  
data.



No  
Smartphones.



Bring  
paper  
and a  
pen.



Stay on topic.

Be brief and  
concise.

No  
interrupting.



Silence = agreement.



No side conversations  
or comments.

Disagree without being  
disagreeable.

Everyone participates.

Challenge  
ideas  
rather  
than  
people.

Follow up by email within 24 hours.

