

Ban Boredom, Control Confusion,
and Terminate Time Wasting

MAKE MEETINGS **MATTER**



- ▶ Get More Done in Less Time
- ▶ Keep Participants Engaged and Energized
- ▶ Embrace Nontraditional Meetings Using New Technologies

CHARLIE HAWKINS

Make Meetings Matter Ban Boredom Co Opt Confusion And Eliminate Time Wasting

Donna McGeorge



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Make Meetings Matter Charlie Hawkins, 2008-08-15 Meetings should drive results Instead they drive most people crazy Make Meetings Matter will help you rethink the role of meetings in your organization and enable you to br Avoid unnecessary and useless meetings Keep participants engaged and energized Keep the agenda on track Leverage technology Ensure follow up action is taken Based on the author s experience as a marketing executive business owner consultant and facilitator this book is written in a down to earth practical style Hawkins offers insightful strategies and easy to implement tips to help you achieve the outcomes you desire in every meeting Also included are anecdotes and war stories from Hawkin s involvement in thousands of meetings in Fortune 100 companies small businesses and nonprofit groups Make Meetings Matter is an invaluable guide for leaders managers facilitators and participants who want to improve the effectiveness of every meeting no matter what the topic or desired outcome *The Advocate* ,2001-08-14 The Advocate is a lesbian gay bisexual transgender LGBT monthly newsmagazine Established in 1967 it is the oldest continuing LGBT publication in the United States **Best Life** ,2006-06 Best Life magazine empowers men to continually improve their physical emotional and financial well being to better enjoy the most rewarding years of their life *Bulletin of the Atomic Scientists* ,1970-06 The Bulletin of the Atomic Scientists is the premier public resource on scientific and technological developments that impact global security Founded by Manhattan Project Scientists the Bulletin s iconic Doomsday Clock stimulates solutions for a safer world *Bulletin of the Atomic Scientists* ,1970-06 The Bulletin of the Atomic Scientists is the premier public resource on scientific and technological developments that impact global security Founded by Manhattan Project Scientists the Bulletin s iconic Doomsday Clock stimulates solutions for a safer world *Flying Magazine* ,1966-11 **The Advocate** ,2001-08-14 The Advocate is a lesbian gay bisexual transgender LGBT monthly newsmagazine Established in 1967 it is the oldest continuing LGBT publication in the United States *The Compact Edition of the Oxford English Dictionary* Sir James Augustus Henry Murray,1971 Micrographic reproduction of the 13 volume Oxford English dictionary published in 1933 *The 25 Minute Meeting* Donna McGeorge,2018-08-21 Sharpen your focus and tighten your time frames to get more done in less time The 25 Minute Meeting goes beyond cut to the chase and shows you how to take back your work day with smarter planning and more productive action Meetings have become a de facto way of working and as they pile up and stretch to interminable lengths they eat up our days and sink productivity if they are poorly planned and run Done well meetings are short sharp productive affairs that provide critical time and space for the interactions that drive business forward This book shows you how to effectively and efficiently recover your time with a roadmap to the 25 minute meeting A clear framework walks you through the entire meeting process with emphasis on timing and focus with illustrative case studies showing how real world meetings have transformed from painful to purposeful with a few simple changes From purging the invite list to shutting down irrelevant tangents and facilitating more efficient communication this book can help

you reclaim your lost hours without sacrificing collaboration Learn the art and science of conducting short useful purposeful meetings Follow a clear framework for meeting planning preparation and participation Assess your meetings effectiveness using helpful checkpoints in each chapter Boost your meetings impact with variety and visuals without adding unnecessary time A well run meeting is a goldmine of opportunity for Getting Things Done it is where the diverse set of talents on your team come together into a whole of achievement it is your most valuable commodity It s time to leave dusty boring time sucking meetings in the past and revolutionize the way we come together The 25 Minute Meeting shows you a fresh more productive approach to working cooperating collaborating and communicating the 21st century way The 25 Minute Meeting is the first book in Donna McGeorge s It s About Time series With The 25 Minute Meeting you ll learn to give your meetings purpose and stop them wasting your time with The First 2 Hours you ll find the best time of the day to do your most productive work and with The 1 Day Refund you ll discover how to give yourself the extra capacity to think breathe live and work

Make Meetings Matter Paul Axtell, 2020-02-01 Meetings should matter No one wants to be called in for a meeting that could ve been an email No one wants to sit in a meeting where everyone s distracted or talking over each other If you re going to attend or lead a meeting don t you want it to well matter Meetings are a chance to initiate a conversation with your teammates You can communicate information with them that wouldn t have the same hold digitally You can foster new relationships with your coworkers and learn from their new ideas and perspectives So why do so many people dread meetings Because they re doing them all wrong Change the way people think about meetings Transform their opinions by holding a meeting that is efficient and productive that is open and communicative that is useful and important Revolutionize the definition of a meeting Learn to make them matter Paul Axtell affirms the importance of meetings and he redesigns them using the vital foundation of conversation With real life examples and actionable advice he shows you how to design meetings for results lead them to achieve agendas that move projects forward and even allow time for building the relationships that make working together in a remarkable way possible Based on his award winning efficiency training this book will revolutionize the meeting moving it from that dreaded obligation to a powerful way to get things done in business and in life

Make Virtual Meetings Matter Paul Axtell, 2020-06-08 Meetings should matter Even and especially when those meetings are taking place online No one wants to be called in for a meeting that could ve been an email No one wants to sit in a meeting where everyone s distracted by whatever else is happening on their screen everyone is lost in the weeds or people continue talking over each other If you re going to attend or lead a meeting don t you want it to well matter An update to the original Make Meetings Matter this work is tailor made to help consumers get the most from every meeting virtually Meetings are a chance to initiate a conversation with your teammates Not simply check a box on an agenda You can foster new relationships with your coworkers and learn from their new ideas and perspectives So why do so many people dread meetings Because they re doing them all wrong Change the way people think about meetings Transform their opinions by

holding a meeting that is efficient and productive that is open and communicative that is useful and important Paul Axtell affirms the importance of meetings and he redesigns them using the vital foundation of conversation With real life examples and actionable advice he shows you how to design meetings for results lead them to achieve agendas that move projects forward and even allow time for building the relationships that make working together in a remarkable way possible Based on his award winning efficiency training title *Make Meetings Matter* and updated for the virtual meeting experience this book will revolutionize the meeting moving it from that dreaded obligation to a powerful way to get things done in business and in life *Meetings Matter* Paul Axtell, Timothy P. White, 2015-01-20 This book will change your mind forever about that useless meeting you are forced to attend Paul Axtell emphasizes that meetings are vital to the work of successful organizations we need to master the skill sets for designing leading and participating in meetings A consultant with more than 30 years in the business Axtell outlines 8 strategies with a host of compelling ideas you can put into action immediately This is a book for the manager who recognizes that meetings are at the core of the work you do the supervisor who wants to be wonderful to work for the employee who wants to contribute as much as possible the project leader who wants every team meeting to add velocity to the project Meetings are essential So let's make them work **Kill Bad Meetings** Kevan Hall, Alan Hall, 2018-02-27 Are you ready to save a day a week Make meetings matter again This book could be the best investment in your productivity and engagement that you ever make Meetings are probably the largest unmanaged cost area in large organizations Today meetings consume about 40% of working time for managers and professionals our most senior and expensive people People are frustrated with too many boring irrelevant or badly run meetings Research shows that managerial and professional people on average spend two days per week in meetings For business this is a huge cost Kill Bad Meetings will show you how to cut out the unnecessary meetings topics and participants that make many meetings irrelevant Unlike other books looking at improving the effectiveness of meetings this book starts with cancelling meetings altogether Kill Bad Meetings will show you how to save yourself several hours of time a week so you can move on to focus on improving the planning and running of the remaining 50% of meetings that actually do need to happen *How to Stop Wasting Time in Meetings*, 2021 Does anyone love meetings Let's face it meetings have a bad reputation and we probably all know why They can waste time add confusion and lack clear takeaways The good news is that they don't have to be this way In this course taught by creativity productivity expert Samantha Bennett Sam explains the various ways in which you can make meetings more impactful She walks through how you can set a clear meeting purpose based on the stakeholders and the type of meeting and how to get aligned on a direction and ensure all voices and perspectives are heard She also imparts her rules for effective meetings how to follow up and how to hold folks accountable after your meeting If you take the time to watch this course you might just find yourself making more of your time in your next meeting This course was created by Madecraft We are pleased to host this training in our library *Making Meetings Matter* James Ware, 2016-01-20 It is common to feel that

corporate meetings are a waste of time Time that could be better spent getting real work done But it doesn't have to be that way This book is dedicated to the proposition that meetings can be meaningful productive and even fun all at the same time We need to bring business meetings into the digital age in the same way that we have reinvented business planning and written communication In a technology rich world filled with people working flexibly remotely and across multiple time zones the way we lead meetings is out of alignment with 21st century organizational reality This book is all about reinventing the business meeting It offers advice and guidance for streamlining and strengthening all kinds of corporate conversations but it focuses where it should on the formal meetings that fill up over 50 percent of most managers calendars *No More Boring Meetings, Okay?* Tony Stubblebine, Alicia Liu, Terrie Schweitzer, 2016-03-26 Managers balk at a 500 purchase but don't blink an eye at calling five people into an hour long meeting But the truth is the meeting costs more Most meetings are a waste of time This book helps you change that With this book you'll learn how to use meetings to achieve your goals You'll become a persuasive meeting facilitator You'll walk out of meetings with clear decisions focused action items and the confidence that you've gotten the most creative and innovative ideas from your team No more boring meetings okay Give and Take Jack Gratus, 1990 Prepare yourself properly for meetings Choose the best location Ensure the meeting stays on course Eliminate time wasting diversions Cope with difficult members of the meeting Achieve the best action and results Work together as a team Bring the meeting to a satisfactory conclusion

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