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# Posted Signs for Productive Meetings

You can post the next three slides as signs in your meeting rooms and offices or include them at the start of your presentations.

Related article: [www.rajiv.com/blog/2012/02/27/productive-business-meetings/](http://www.rajiv.com/blog/2012/02/27/productive-business-meetings/)

Updated: December 14, 2013

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# What is our desired outcome from this meeting?

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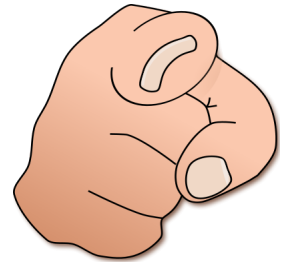


1. Are we here to **make a specific decision**?
  - If yes, are we ready, empowered & courageous to make it in this meeting?
2. Are we here to **solve a particular problem** or is this a **working session** with a known deliverable?
  - If yes, are we ready, able & willing to do it in this meeting?
3. Is this an in-person **knowledge-sharing** or **relationship-building** session?

If the answer to all of 1, 2 and 3 is **no**, then why are we having this meeting?

# Why are you attending this meeting?

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- Does **your presence in this meeting directly benefit** other attendees, a project, or our organization?
- Will **your time be better spent doing something other than** sitting in this meeting?
- If you are attending this meeting, then will you **put away your gadgets, pay attention & participate**?
  - If you are on your smartphone, tablet, or computer, your mind is not here.

# Can we successfully complete this meeting sooner?

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- Scheduled for 1 hour?
  - End in **50 minutes**.
- Scheduled for 30 minutes?
  - End in **25 minutes**.
- Scheduled for longer than 1 hour?
  - End it **15 minutes early**.
- Purpose accomplished before scheduled end time?
  - End **as soon as the desired outcomes of the meeting are met**.
  - Don't fall into the trap of staying around saying "Since we are here, let's now talk about something else."