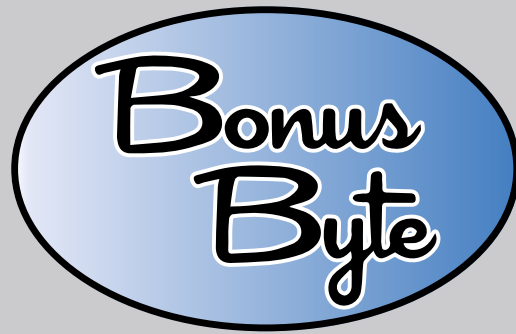


BUD

TO



BOSS

Using Agendas to Improve Meeting Productivity

USING AGENDAS TO IMPROVE MEETING PRODUCTIVITY

by Kevin Eikenberry

One of the most important things you can do to improve the productivity of your meetings is to create an agenda. This Bonus Byte offers a checklist for creating your agenda, some tips in agenda usage and a sample template for creating your agenda itself.

An Agenda Checklist

Follow this list as a checklist to help you in creating any agenda for any situation.

1. Determine the purpose(s) for the meeting. Write these as desired outcomes. (For assistance in writing desired outcomes go to remarkableleadership.com/rlbonus and use keyword “desired outcomes”.)
2. Determine who to invite based on the desired outcomes. As a general rule, keep this list as small as possible to improve productivity and effectiveness. (For assistance in determining who to invite go to remarkableleadership.com/rlbonus and use keyword “invite”.)
3. Determine the other meeting logistics – when and where to hold the meeting.
4. Determine the meeting roles: who will be the facilitator, recorder and timekeeper. Also determine which people will present or lead the discussions for various desired outcomes.
5. Complete the attached agenda form (or use whatever format or template you use in your organization).

Before the Meeting

- Always build an agenda for a meeting.
- Prepare it as soon as possible.
- Send the agenda – even if it is a draft – to attendees when inviting them or at a minimum before the meeting.

During the Meeting

- Review the agenda briefly at the start of the meeting.
- Use it to stay on track.
- Participants can use it as the basis for their notes during the meeting.

Agenda Template

The template that follows gives you some idea of how to create your document. Use this as is or incorporate ideas from it into your existing organizational standards.

Meeting Name _____

Date _____ Facilitator _____

Place _____ Recorder _____

Time _____ Timekeeper _____

TIME	TOPIC	LEADER	ACTIVITY	DESIRED OUTCOMES		
Sample Activity Codes to Use:	B= Brainstorming	C=Conversation	D=Deciscion	F= Feedback Desired	I = Information	P = Problem Solving

ABOUT BUD TO BOSS

Bud to Boss provides new leaders and organizations looking to develop new leaders with insight, resources and powerful learning opportunities designed to specifically address the challenges of successfully transitioning from peer to leader.

To speak with someone about how we can help you or your organization, send a note to **info@BudtoBoss.com** or call the number on this page.

You can learn more about us at:

BudtoBoss.com

Our products and services include:

- Books & Learning Resources, including the best-selling book *From Bud to Boss*
- Classroom & Virtual Workshops
- The Bud to Boss Toolkit eLearning Course
- A Variety of Enterprise Solutions including Onsite Training and Certification



@BudtoBoss



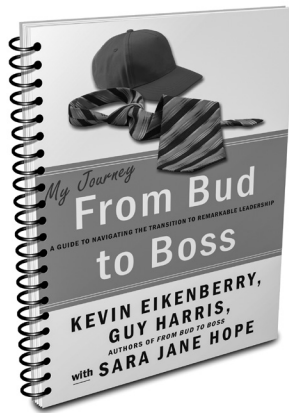
@FromBudtoBoss



/ BudtoBossOfficial

The Kevin Eikenberry Group
8021 Westover Drive
Indianapolis, IN 46268

(317) 387-1424

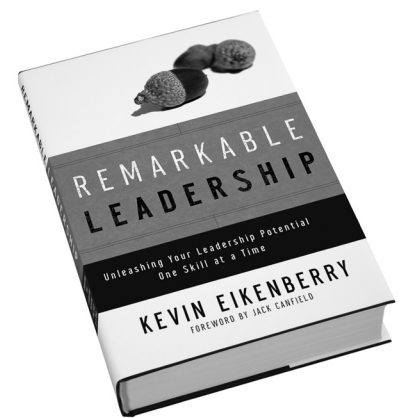


My Journey From Bud to Boss

A companion volume to the From Bud to Boss book, the Journey is a workbook designed to help you apply the knowledge gained to actual work experiences. It includes activities, questions, and exercises designed to take you beyond the concepts introduced to you during the Workshop or the book. And while this book is completely designed to be written in, all of the templates and tools are available in both PDF and Word document form so that you can use them over and over.

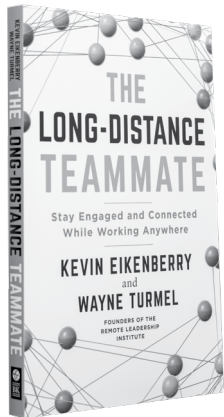
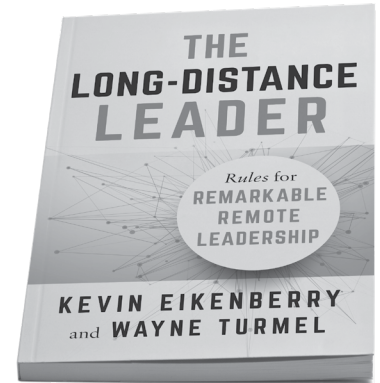
Remarkable Leadership

is a practical handbook written for anyone who wants to hone the skills needed to become a remarkable leader. This book outlines a framework and a mechanism for both learning new things and applying current knowledge in a thoughtful and practical way. It explores real-world concerns such as focus, limited time, incremental improvement, and how we learn.



The Long-Distance Leader

is a practical, candid look at what it takes to lead people, projects and teams in today's dispersed workplace. The book showcases 19 rules for being a remarkable remote leader, and offers practical models, tools, and best practices to tackle the real-world challenges from how we work and communicate virtually.



The Long-Distance Teammate

Written by the founders of the Remote Leadership Institute, this book is the most authoritative single resource for helping remote workers get work done effectively, build relationships that are both productive and satisfying, and maintain a career trajectory when they are not in constant close contact with their leader, coworkers, or the organization in general.

Check out our website for additional leadership resources including our free video training series, blogs, newsletters, podcast and more!

[BudtoBoss.com/resources](https://budtoboss.com/resources)