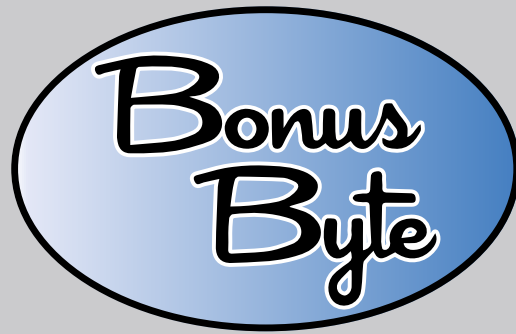


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More Tactics for Improving Your Meeting Results

MORE TACTICS FOR IMPROVING YOUR MEETING RESULTS

by Kevin Eikenberry

This Bonus Byte is meant as a tactical extension of Chapter 32 with 2-3 additional thoughts and ideas related to each of the seven keys identified in that chapter.

Apply these ideas to your next meeting knowing they will make a difference. Some will take time to become habit for you and your team members. However, it will be worth the effort to build those habits.

1. Plan meetings in advance.

- Once you have determined that your purpose and goals require a meeting, get it scheduled. *But don't schedule until your purpose and goals are clear.*
- While not always possible, plan meetings a couple days (at least) in advance to allow you and other attendee's time to come prepared for a successful meeting.

2. Have a written agenda.

- Remember that topics aren't enough – make your goals clear by writing desired outcomes (short statements that describe *success*). Write them as noun/verb past tense statements (e.g. budget reviewed, plan created, next steps identified). Doing this brings greater focus and will reduce the time spent in meetings.
- If the meeting is an emergency or impromptu, always begin by determining the purpose for the meeting (more on that in a minute).
- For more advice on this check out the sample agenda Bonus Byte – click on the agenda button on the Bonus Bytes page at BudtoBossCommunity.com.

3. Have the right people in attendance.

- Use zero-based planning. Start with a blank sheet of paper and look at your desired outcomes. Decide from those who needs to be there.
- Once you have invited people, tell them why they've been invited. This step helps them be better prepared, more engaged and more committed to results.
- Tell people why you haven't invited them. Once you take this approach you may find yourself not inviting people you "always" invited. That is great, and they will hopefully be happy they don't have to attend another meeting, but if you don't tell them why they aren't invited they may wonder, be concerned or have the wrong impression. Communicate your reasons and logic and they will likely be thrilled.

4. Create meeting rules.

- You may call these ground rules or they may be the norms you always follow. Whether formal or informal, make them common knowledge.
- Encourage everyone to hold each other jointly accountable for these "rules."
- Have a process for sharing the rules with new people joining the team or meeting – and strongly consider reviewing them before each meeting.

5. Establish clearly defined roles.

- Make sure everyone knows the expectations of each of the roles.
- Consider rotating the roles to allow a freshness to the meeting and as a tool for developing people's skills.

6. Document decisions and action steps.

- Schedule time at the meeting's end to go over action items, making sure there is an owner and an expected timeline on each item.
- Hold people accountable to achieving/completing those action items.
- Review previous action items at the start of the next meeting to generate that accountability.

7. Balance the process, results and the relationships.

- As a leader you are likely most focused on a result, which is understandable. However, if you don't consider process and relationships in addition to the results, you may get poorer results or the team's results in the future might be hampered.
- If the meeting is on a complex, important or emotionally charged issue, consider a neutral facilitator. A skilled facilitator can help keep a balance between results, process and relationships which will lead to better results, and allow you to participate more fully in the meeting itself.

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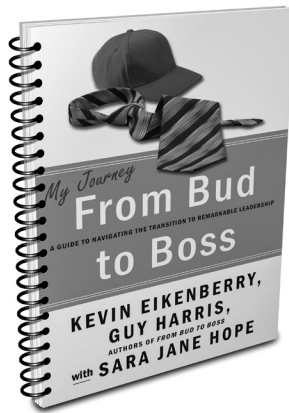
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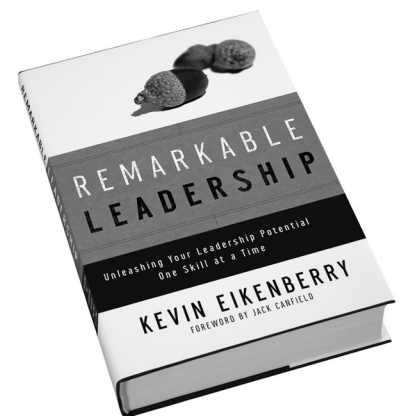


My Journey From Bud to Boss

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.

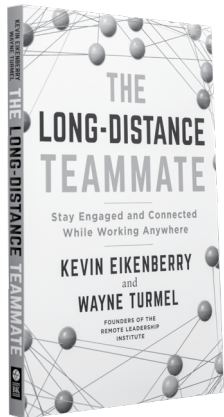
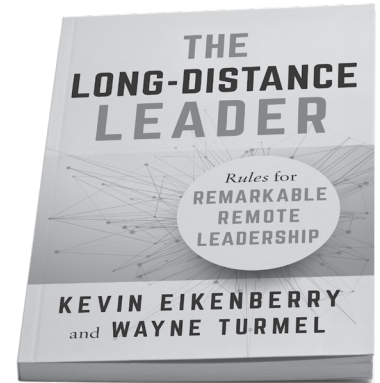
Remarkable Leadership

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.

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