

Four Key Steps to Planning a Productive Meeting

Pointless gatherings are a real time burglar and productivity killer. Master effective meetings in a few easy steps.



01 Choose an objective for your meeting.



Team alignment



Information sharing



Training



Brainstorming



Team bonding

02 Prepare the meeting's structure.



Problems and solutions

Create an agenda that outlines topics and defines the goals and objectives.



General announcements

Compile and present news and announcements.



Presentation of metrics

Present metrics and data concisely and keep audience engaged.



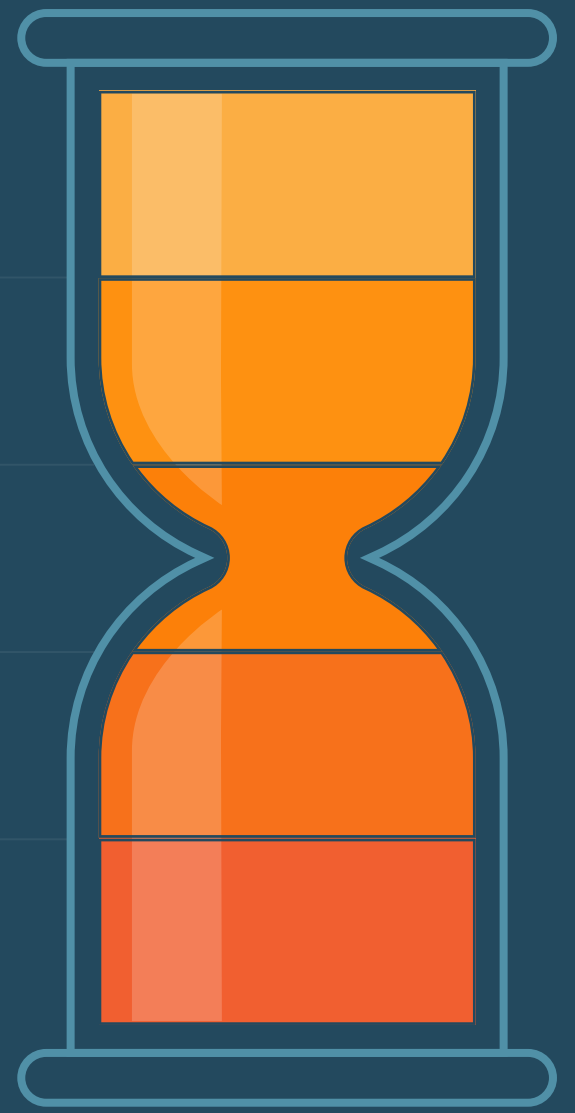
Recognition

Inspire people with recent successes and offer recognition.



Group plan

Define responsibilities for next steps clearly before the meeting ends.



03 Avoid common meeting pitfalls.



Schedule the frequency of your meetings consistently.



Keep the meetings short and concise.



Keep the meeting positive and avoid digressions and griping.



As the host, think of yourself as a performer, and delight your audience.

04 Make meetings available anywhere, anytime.

94% of companies said video conferencing allowed them to improve productivity.*

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84% of execs prefer face-to-face communications because it builds stronger business relationships.**

Web meetings is the modern way to look people in the eye around the world.

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*Wainhouse Research: *The Real Benefits of Video*

**Forbes: *Why You Are More Successful In Face-To-Face Meetings*

***Gigaom: *Why Videoconferencing Is Critical to Business Collaboration*