

How to Stop Wasting Time in Meetings

GoSkills online course syllabus

Skill level

Beginner

Lessons

14

Pre-requisites

No prior experience needed

Video duration

33m

Estimated study time

33m 33s

Instructor

Sam Bennett

Introduction

1 Time wasters

Setting a Purpose

2 Start with a positive focus

By starting the meetings with a warm and positive focus, you set the tone for a welcoming and conducive meeting environment.

3 What's the point?

Often, meetings can feel like they don't have a purpose, especially if you sit in several meetings every day.

4 Why are you here?

If an attendee doesn't know why they're in a meeting, they're significantly more likely to check out.

5 Types of meetings

Based on the goal of your meeting, you might have different takeaways for your attendees.

Moving Things Forward

6 Being mindful of timing

The length of your meeting time is a crucial element towards helping your attendees stay engaged and the meeting staying productive.

7 Building a consensus

If you're able to get everyone on board with aspects they can agree to, traction is more likely to sustain itself after the meeting.

8

Speaking up in meetings

You're likely not a mind reader, so it's up to your meeting attendees to let you know if they have a concern.

Rules of Effective Meetings

9

Limiting technology

When you've got your phone in front of you, it's natural for you to want to look at it.

10

Take frequent breaks

No one should sit for more than 90 minutes. After this lesson, you'll be able to use breaks more effectively for longer meetings.

11

Have a stage manager

In the theater, stage managers keep the show running and on schedule.

12

Virtual or zoom meetings

The future is virtual -- even when it comes to meetings.

13

Effective meeting recaps

A meeting recap is the fastest way to keep attendees accountable and moving forward.

Conclusion

14

Time well spent

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