



# Meetings

# Agenda

---

1. Meeting Preparations
2. Holding a meeting
3. Follow-up

# The issue of meetings

- ~30% of meeting time is unproductive
- 90% of people daydreaming
- 73% do other work



# Goal Setting

## 1. Mission

update Karsten on current deliverability development

## 2. Outcome

- a) Confirm that he knows the current challenges
- b) Get approval for the steps I want to take

**Don't have a meeting when an email is  
enough!**

# Participants

As little as possible, as many as needed



# Talking Points



- Topics to cover
- Questions to ask
- Information to present

# Hold a meeting

Make clear why you have this meeting



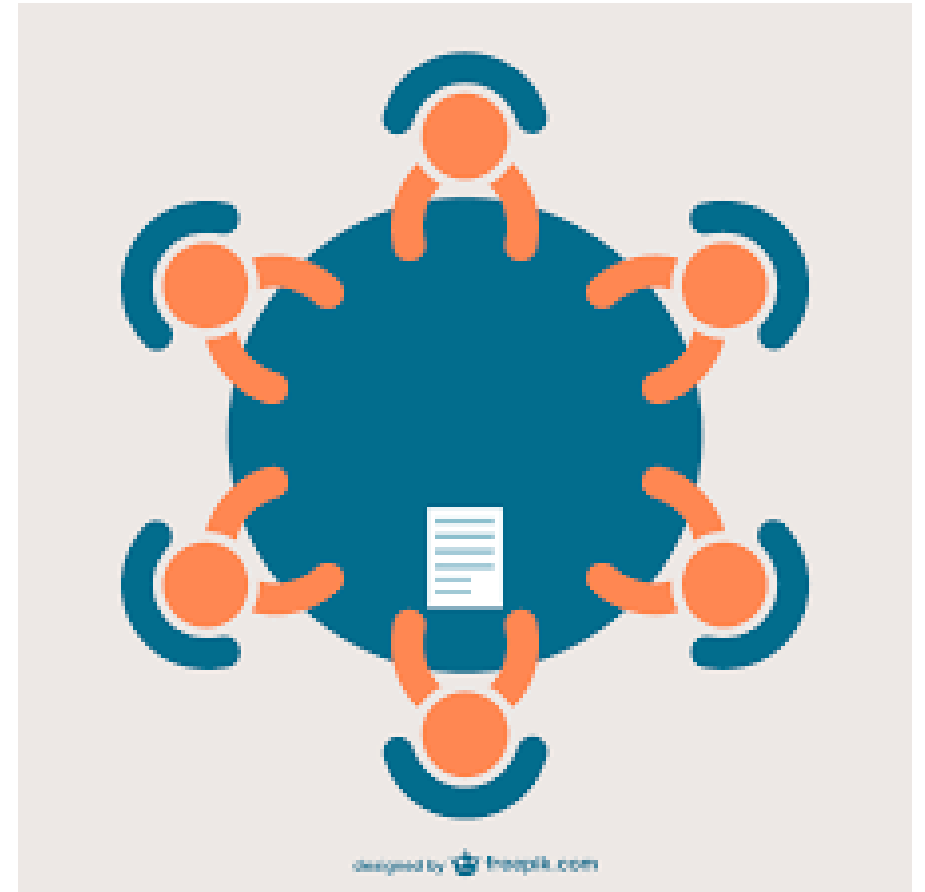
# Holding a meeting

No phones, no laptops



# Holding a meeting

Have someone take meeting minutes



# Holding a meeting

Engage all participants



# Holding a meeting

End with a summary



# Follow Up



Send email with:

- Topics discussed
- Decisions made
- Tasks and their owners

# Follow Up



Reflect on your  
performance

# Follow Up



Ask for Feedback

# Summary - Preparation

1. Set your goals
2. Find the right participants
3. Write talking points/questions

# Summary – Holding a Meeting

1. Make sure everyone knows why they are here
2. Meeting minutes
3. Engage everyone
4. End with a recap

# Summary – Follow up

1. Send a summary incl. task list
2. Reflect on your own performance
3. Gather feedback