



Washington & Idaho
Regional Extension Center

www.wirecQH.org

➔ ENVISIONING

Guidelines for Effective Meetings

Use these tips to prepare for, and manage, effective meetings.

Preparation

As the meeting organizer, you are responsible for its success! Before sending the invitations...

- Define the goal or objective for the meeting.
- Plan to spend approximately twice as much time preparing & following up on a meeting than in the meeting itself.
- Determine the type of meeting you are having. Will you inform? Persuade? Or Discover?
- Determine who will facilitate the meeting (the best facilitator is not a participant).
- Determine who will record minutes.
- Create an agenda that includes a planned duration for each item and determine the core set of participants necessary to accomplish your goal.

Calling the Meeting

Include the following pieces of information with the meeting invitation:

- Goal or objective
- Type of meeting
- Agenda
- Facilitator and Minutes Recorder

Running the Meeting

- Reiterate the objective of the meeting.
- Designate a timekeeper who will track when the meeting is over time for an agenda item. As a participant, be direct—speak up if the meeting gets off track.
- Walk through action items and assignments at the end of the meeting. Establish the follow-up mechanism for each.
- Meetings should start on time and end five minutes early to allow participants to travel to their next meeting.