



## Tips for Holding Time Efficient Meetings

For [\*additional resources\*](#) go to *this tool's landing page*

The following are some good tips for holding time efficient meetings:

- Publish an agenda and stay on topic
- Establish “simple rules of interaction”
- Don’t fall into the trap of “perpetually scheduled” meetings, make sure the meeting is absolutely necessary
- Begin the meeting with the most important topic
- Don’t use meetings for things that should be handled “offline”
- Start and end “On Time”
- When people show up late, don’t recap