



Read This Before Our Next Meeting: How We Can Get More Done

By Al Pittampalli

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One mediocre meeting after another quietly corrodes our organization, and every day we allow it to happen. Culture change occurs when a transformational idea spreads to enough people. Like a virus that makes its way from person to person, spreading exponentially faster, so can the Modern Meeting. The status quo must go. Now. Before it's too late.

- 1. Meet only to support a decision that has already been made.
- 2. Move fast. End on schedule.
- 3. Limit the number of attendees.
- 4. Reject the unprepared.
- 5. Produce committed action plans.
- 6. Refuse to be informational. Read the memo, it's mandatory.
- 7. Work with brainstorms, not against them.

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