



**CARICHAM**  
Centre of Excellence



# OPERATIONAL EXCELLENCE

## Making The Most of Meetings Checklist



## Overview

Meetings can be a drain on participants if not managed efficiently and effectively. This document provides a few tips on meeting management for executives.



**1. Determine whether the meeting is necessary.**

**Can you get the same result with a few conversations?**

**2. Determine who needs to be there.**

**People stop coming to meetings if you waste their time.**

**3. Set a clear agenda. Make it short.**

**Less is more. Get in. Get it done. Get back to work.**

**4. Determine a schedule. Set time limit for items.**

**Select a good timekeeper if necessary.**

**5. Pre-plan. Prepare decision-makers to focus.**

**Share big/important ideas beforehand.**

**6. Set an efficient, positive and productive tone.**

**Arrive early. Switch to formality at meeting time.**

**7. Be purposeful with each agenda item.**

**State the decision after each item then move on to next.**

**8. State action items and recap all decisions.**

**Share the minutes as soon as possible with action items.**