

Meeting Makeovers: AGENDAS

Now that you've gone through your list of meetings and kept the ones that aid you in creating organizational and interpersonal success, you're ready to move on to creating a winning agenda.

Given the current virtual and hybrid mix of meeting attendants these days, it's even more important to create meetings that are **efficient, engaging, and empowering**.

EFFICIENT

Creating an agenda is critical to creating **efficient** and successful meetings, because it can intentionally focus the efforts of the group. An agenda should include:

- **Reason/Purpose:** It can be powerful to take a minute at the beginning of your meetings to remind the team why you're gathered.
- **Hot Topics:** Things that need to be addressed and responded to today. These should always be at the top of the list with a specific ask and reason for urgency.
- **New topics:** Bring these up as specific questions/requests and explain them in a way that let's attendees know why this is on the list and what you'll do with their input.
- **Ongoing Efforts:** It's important not to get pulled into the weeds when reviewing the current status of ongoing efforts. To help guide the group, it can be effective to ask for a quick update on: top successes, top challenges, next steps.
- **Parking Lot:** This is a great space to put ideas or topics that come up in the meeting, that aren't on the agenda. It may be helpful to advise the meeting attendees up front that you're putting this in place.

ENGAGING

Consider sharing the agenda as pre-work for the meeting. It may take time for your team to get used to this but in the end, you'll find that you have more **engagement** which equals more voices at the table which equals greater innovation and success.

In addition, remember to identify the goal for each topic. Which ones **provide information**, which need **discussion and exploration**, and which need a **decision**? Let the team know what you'll do with any input they provide.

EMPOWERING

In order to empower people to move forward toward success, **be sure to capture the thinking, decisions, and action items** so that people leave the meeting with a clear plan of action on who will do what and by when.

It's amazing the number of times teams have great discussions, make thoughtful decisions, and plan out actions to move forward and yet, don't find a way to track and utilize their success. It's important to track decisions and action items every time.

Meeting Makeovers: AGENDAS

Creating successful meetings takes time and preparation upfront, but there is tremendous pay off for you and your team when you do.

When meetings go well, each individual leaves feeling that it's been time well spent and they have what they need to move forward successfully in their jobs.

Take some time to commit to creating useful, relevant agendas that bring out the best that your team has to offer. To get you started, we've created a template.

Meeting Title: Meeting Purpose:		
	Goal and/or Process	Agreements, Action Items, & Owners
Hot Topics		
New Topics		
Ongoing Efforts		
Parking Lot		