

Productive Meeting Tips

Prepare Facilitate Collaborate

1. Are you using meetings wisely?

Everyone's schedule is busy and meetings take a lot of time and energy. Are you using your meeting time wisely?

Unproductive meetings can be a huge drain on your time and energy and, over time, can contribute to burn out or negative office culture.

Generally, there are six types of meetings: status update, team building, decision making, info sharing, problem solving, and innovation or creative discussion meetings. Whether you are the planner or an attendee, you should be clearly aware of what type of meeting you will have.

2. Participant vs. Meeting Lead

Whether you are just participating in a meeting or you are the meeting lead, it is important to understand what makes a meeting productive. Learn more about productive meetings through [Managing Meetings](#) or [Leading Productive Meetings](#) on LinkedIn Learning.

Use your CWRU network ID to access this training through LinkedIn Learning.

3. Seven tips for organizing productive meetings:

- 1 Ensure that your content is not appropriate for an email and requires a full meeting.
- 2 Decipher the meeting's specific purpose. Refer to the six meeting types above.
- 3 Have an agenda and make sure it is shared with participants- bonus points if you share ahead of time!
- 4 Know your role. Are you a presenter? Are you invited as a collaborator or stakeholder? Knowing what you add and why you are there will make things flow more purposely. If you are the organizer you should only be inviting people to the meeting for a purpose. Think about their role before you send the invite.
- 5 Start and end on time. Show everyone their time is respected and valuable by sticking to the allotted timeframe.
- 6 Remain focused and engaged- this means eliminating all outside distractions!
- 7 Keep meeting minutes- it will help with accountability.

4. Stop wasting time!

We all have off days, but we want to make sure that we are prepared for some of the most common things that get a meeting off track or make it feel unproductive. If you want to get straight to the "what not to do" information, then this training is for you! Check out the LinkedIn Learning program [How to Stop Wasting Time in Meetings](#).

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Do you have additional questions or want to talk through these strategies? Reach out to Andrea Hess, Career Development Manager, at axh479@case.edu for one-on-one assistance.

Need help accessing LinkedIn Learning? View instructions [here](#).