C y b e r B r e a k

Coming up next week. . .

President's Day
Monday, February 19th
No Classes

Scheduling Productive Meetings
** Tips from: <u>151 Quick Ideas to Manage Your Time</u> by Robert E. Dittmer, APR **
(Available in the staff personnel library)

"I have to go to a meeting." Do you say this phrase with excitement? One reason why meetings are often considered to be a "waste of time" is because they are not planned efficiently, but you can change that! When planning a meeting there are several factors to consider, and here are some tips to maintain efficiency and productivity in your meetings.

Scheduling Meetings
Meetings scheduled in the morning are generally more productive because people are not greatly involved in the daily routines or tasks, and it allows proper time to prepare for the meeting, either the morning of or the evening before. If mornings are difficult, an alternative time is after lunch. People are generally refreshed and ready to take on new tasks.

Setting a Time Limit
Assigning a start and end time to each meeting. If there is no end time assigned, suggest one. By setting an end time, it allows the group to complete the work within a deadline. Keep the start and end time reasonable. The longer the meeting, the less efficient it may be.

Create and Distribute an Agenda Prior to the Meeting
An agenda is simply a list of topics to be covered in the meeting. It gives the group an idea of what will be discussed and keeps everyone focused on the main topics. Distribute the agenda at least 2 days before the meeting so everyone attending can prepare for the issues.

Use the Agenda, Set Time Limits
Every action or topic should have a time limit written on the agenda that is monitored by the person running the meeting. By distinguishing how long a topic will be discussed, it allows the group to stay focused on the task and come to a decision or conclusion for each item. By setting a time limit on each the topic, meetings become more efficient because it limits the amount of time wasted, gets the work completed and the decisions made.

> **"I think we agree, the past is over."**
> **George W. Bush,** *On his meeting with John McCain, Dallas Morning News, May 10, 2000*

Save the date for the next Staff Professional Development Workshop:
THE JOURNEY OF CHANGE
Friday, March 9, 2007
1 PM – 3 PM

FEEDBACK: Have ideas, suggestions, comments or contributions for future editions of CyberBreak? Please email them to Johanna Gan at jgan@swlaw.edu.