

USING TIME PURPOSEFULLY — MEETINGS

BUSINESS RELATIONSHIP TIP

Meetings are as much a part of the fabric of our business day as enjoying coffee at our desks in the morning. The only problem is that we enjoy the coffee much more than the meetings.

We meet to plan meetings, to design processes for future meetings, to discuss a previous meeting, and sometimes because meetings strangely appeared in our calendars.

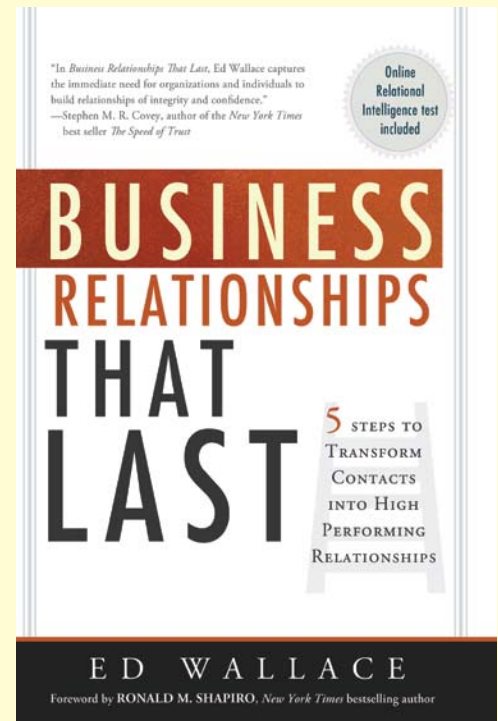
On top of that, have you noticed that most meeting breaks have turned into personal “blackberry” consulting sessions?

I can provide you with a great deal of data on how much time is wasted by Corporate America on meetings, but I know you get the point.

So here are five ideas to consider the next time you decide to “invest” your company’s time and resources in a meeting:

1. Take 15 minutes to plan out a Meeting Purpose, Outcomes, and Meeting Steps.
2. Send out pre-reading homework at least 2 days in advance.
3. Ask one of the participants to take meeting notes with their laptop.
4. Stay focused on the Purpose.
5. Put a “no blackberry” rule into effect so meeting breaks result in participants getting to know each other better or for networking on other issues.

These “little extras” will go a long way toward improving meeting performance and demonstrating your own leadership capabilities.



Business Relationships That Last, like Jerry Acuff’s *The Relationship Edge in Business* and Keith Ferrazzi’s *Never Eat Alone*, teaches that personal interaction and trust are critical to business success, and equips readers with the tools they need to implement this concept into their daily operations.

“The more people who use the principles and practices in this book to deepen their relationships, the richer we’ll all be—and happier!”

—Keith Ferrazzi, bestselling author of *Never Eat Alone* and *Who’s Got Your Back?*

ABOUT THE AUTHOR

Ed Wallace graduated cum laude from Villanova University, was a Teaching Fellow at Drexel University while he earned his MBA, and has a CPA designation in the State of Pennsylvania. He is president of The Relational Capital Group, which focuses on helping professionals advance the key relationships that most impact their performance.

