

DO YOU REALLY NEED

TO CALL THAT MEETING?



THE **SHORTER**
THE **BETTER**

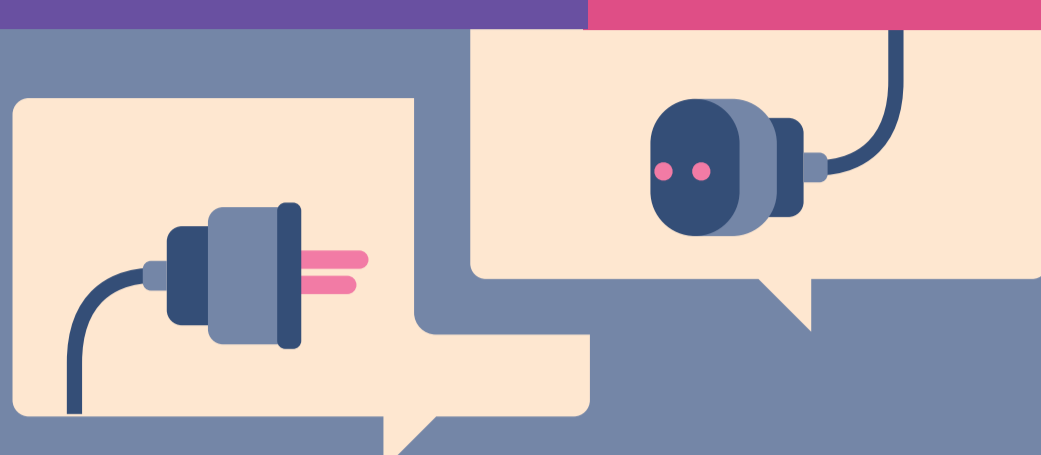
Your meeting should
not last longer than

30

minutes



Phone.
Computer.
Tablet.



**DISCONNECT
TO RECONNECT**

**STOP LECTURING
(PLEASE)**

Seek out
active
meetings.

Start on time.
End on time.
No exception.



**TIMING IS
THE KEY**



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TO CALL THAT MEETING?**

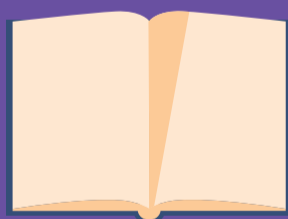
No decision-making? **Email.**



**NO MEETING
HIJACKING**

**STICK
TO THE AGENDA**

KNOWLEDGE IS POWER



**MAKE SURE EVERYONE
IS UPDATED.**

PRIORITIZE

Tackle
THE BIG POINT
straight away

Disagree **WITHOUT**
being disagreeable

Contradict
opinions
not people.

WE'RE ALL IN THIS TOGETHER!
Each issue is everyone's.

