



POSSIBILITY
PRODUCTIVITY
PROFITABILITY

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Tell us what you think

Thank you for being a valued client or collaborative colleague.

We appreciate your feedback, so keep it coming - we continue to hear your challenges and upload the models and tip sheets used in team building workshops and consulting engagements directly to the website for you to use immediately.

[Click here to send us an email](#) or give us a call at 303-290-8989.

Is this Meeting *Really Necessary?*

I'm probably preaching to the choir but I'm going to say this anyway.

Never hold a meeting just for the sake of holding a meeting!

Amen.

You may now rise and go back to work.

According to **Michael Doyle**, co-author of *How to Make Meetings Work*, we now hold up to 25 million meetings per day. Many of them are unnecessary and happen just because "we always have a meeting on Wednesday at 1."

Meetings are not necessary for project updates and other one-way communications. That's what email is for. On the other hand, meetings are **essential** for problem-solving and strategizing, as well as publicly appreciating and rewarding work well done. These necessary meetings can actually be something your team looks forward to, if they are planned and run well. Step one in this direction is having a good agenda.

Basics of Creating a Good Agenda

1. Collect agenda items ahead of time and prioritize them.
2. Estimate how much time each item will need.
3. Print the start time and end times next to each item. (i.e., 1-1:15 pm)
It's easier to track progress through the agenda this way than if you put "15 minutes" next to an item
4. During the meeting, if an item looks like it will

take much longer than planned, table it until the next meeting or negotiate with the group for more time.

5. Organize the items for an effective flow, using the following guidelines:
 - Start with an ice breaker activity to help participants relax and connect with each other.
 - Tackle an easy agenda item first in order to have an early success in the meeting
 - Follow this with more difficult items.
 - Allow extra time for breaks and additional ice breakers as needed. Don't write them into the agenda, but use them when attention is flagging or the group needs energy.
 - Near the end, summarize decisions made in the meeting as well as next action steps and who is responsible for each.
 - Finish by appreciating the work that has been accomplished, with specific recognition for individual members' insights and actions.

Bottom Line

**Meetings don't have to be deadly!
The good ones are focused, facilitated and . . .
fun.
Good agendas help keep them that way.**

Been in a Few Too Many Unnecessary Meetings Lately?

You may be interested in our new **Building High Performing Teams** program which Teams on Target developed to help teams that are stuck and struggling. Even better, we've decided to extend the **special introductory price offer through the end of August**. If this sounds good, keep reading.

Building High Performing Teams Program

For years, clients have been asking us to put our High Performing Teams workshop "in-a-box." Well, your wish has been granted!

We're pleased to offer you our **Building High Performing Teams** web-based program.

If you are on a team that's struggling, stuck, and pure misery to participate in because ...

- you spend meetings arguing and complaining but nothing gets done; or
- you and a couple others are doing all the work while the rest are slacking off; or
- you're getting zero support from your senior managers but they still expect to get everything done on time ...

You'll want to check out **Building High Performing Teams**. [Just click here for more information.](#)

Teams on Target has helped hundreds of companies and organizations turn their teams from "ow" to "wow." We know what works and what doesn't when it comes to turning around problem teams.

P.S., We know our program works and we really want you to benefit. To give you one more reason (in case relief from team misery isn't enough) we're extending our **special introductory price through August 31, 2007**. [Click here now to take advantage!](#)

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