Meetings are a part of our jobs, but how productive and effective are they? Use these suggestions below to improve the quality of your meetings.

**Learn on your own**

- **Study** "How to Run a More Effective Meeting" and resolve to make your next meeting a success.

- **Learn how to run a meeting effectively** by viewing this Lynda.com four-minute video, “Tips for Successful Team Meetings.”

- **Compare your meeting proficiency** by reviewing The Advisory Board Company's “Anatomy of a Great Meeting.”

- **Prepare, prepare, prepare.** “Winging” your meetings almost guarantees a lackluster, unproductive meeting. Make sure you are prepared. Watch this Lynda.com playlist, “Preparing for Productive Meetings.”

- **Learn how to facilitate your meetings** successfully. Watch this Lynda.com playlist to learn more.

- **Increase your meetings skills** by watch this Lynda.com video, “After the Meeting” to understand that it's not over once the meeting has ended.

- **Understand why your meetings may need revitalizing** in the book, Death by Meetings, by Patrick Lencioni.

**Learn from others**

- **Identify good meeting skills.** Identify a colleague or resource who is a successful meeting leader and watch how they facilitate their meetings.

- **Ask for feedback** on your meetings – what worked, what didn’t work, and how to improve next time. Asking for feedback may work better in small groups or one-on-one instead of during the actual meeting. Never hold meetings past the end time just to ask for feedback. Always end the meeting on time!
Learn by doing

- **Ask for feedback** and put those suggestions into practice.

- **Practice what you have learned.**
  
  - Evaluate the need for meetings as well as your reason for attending.
  
  - Use your new skills to facilitate your next meeting.
  
  - Always begin and end a meeting on time.

“**Practice isn’t the thing you do once you’re good. It's the thing you do that makes you good.**”

Malcolm Gladwell, staff writer at *The New Yorker* and author