Are meetings taking over your day or week? Some meetings are scheduled out of routine, even if a meeting is not needed. While some meetings are necessary, maybe it is time to speak up and make a change. Meetings can be effective, resulting in something productive and actionable. Sometimes the meeting information could have been put in an email. When planning a meeting, try using the 3 P’s; purposeful, planning, and productive.

1. **Purposeful** – Ask: Why are we holding this meeting? What’s the purpose?
2. **Planning** – Be intentional about providing pre-meeting materials and an agenda.
3. **Productive** – What is the outcome of the meeting? Does everyone know what they are supposed to do after the meeting?

By following these simple steps, you can hold, plan and conduct effective meetings that will make attendees feel energized because they know it was a good use of their time.

**CALL TO ACTION:**

1. Next time you are planning a meeting follow the tips below for an effective meeting:
2. Know what the purpose of the meeting is.
3. Set an agenda for the meeting. Provide any reading or other materials in advance of the meeting.
4. Stay on task and on time. Before leaving the meeting, make sure everyone knows what is expected of them for the next meeting.

**KEEP ON LEARNING**

- Read this article from The Balance, [How to Conduct Effective Meetings](#).
- Read this article from Forbes, [Seven Step to Running the Most Effective Meeting Possible](#).