

Thinning Your Agenda: Do We Need a Meeting on This?

Meetings are only one approach to communications, teamwork and decision-making. We think one of the biggest reasons why so many people tell us they dread meetings, or want to make them as short as possible, is because we often “clog” our meetings with agenda items that would best be managed another way. Use this graphic organizer to help you think through whether a potential agenda item really needs to be addressed at a meeting. If not, you’ll have more time (and head space!) for really juicy items that people can achieve something around, together.

