

When Is a Meeting the Way to Go?

Do we need two or more of the following?

- Personal interaction?
- Sharing and building off others' ideas?
- Group problem-solving?
- Group decision-making?
- A whole group to get the same information at the same time in the same way?

IF YES...

What location makes the most sense? (Phone? Face-to-face? Online?)

Who would need or want to be there?

IF NO...

What might you do instead?

Consider these alternatives:

- One-way communications
- Two-way exchanges

Meeting Alternatives:

- Personal conversations
- Online surveys
- Written requests for input
- Other?

One-Way Communications:

- E-mail
- Newsletter
- Intranet posting
- Website
- Social media

Two-Way Exchanges:

- E-mail
- Phone call
- Instant messaging
- Chat through social media

