How to quickly have better meetings

Colin Cooper
productpartner.io

HOW TO QUICKLY HAVE BETTER MEETINGS

Meetings are absolutely essential but sometimes they **just really suck.**

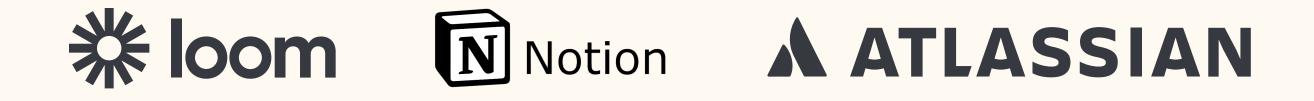Here are **7 easy steps** that will immediately make remote, hybrid and in-person meetings better...

(01) Is a Call Required?

Meetings are often booked without much thought.

Would the outcomes be easier to achieve via **async video sharing** or **documentation**?

loom Notion ATLASSIAN

(02) Select Invitees Carefully

Time is money: consider exactly who **needs** to be involved in any call.

Fewer invitees usually make for more **productive, relevant and engaging** discussions.

(03) **Insist on an Agenda**

This is a basic **necessity** that is often incorrectly viewed as excessive.

An agenda can be simple: cover off the **purpose** of the call and desired **outcomes.**

(04) Provide Pre-Reads

This helps to align everybody **prior to the call,** making the time more productive.

A pre-read can be sent **48hrs before the meeting,** rather than at the time of invitation.

(05) Use Camera Sparingly

Studies show a correlation between camera use and **fatigue.**

The majority of calls will not be more effective with your camera on. **Use your energy wisely.**

(06) Set Context

When starting a call, take a few minutes to **reaffirm the focus,** agenda and desired outcomes.

This helps to **focus the group** and ensures everybody has the same background information.

(07) Set Next Steps

End the discussion with the **assignation of next steps.**

If complex, send out a post-call summary, which reaffirms **responsibilities** and **any timelines.**

Hey, I'm Colin Cooper 👋🏻

With 15+ years of delivering digital products, I specialise in coaching startup product teams.

My method boosts confidence, productivity, and creates continuous improvement.

Ready to step up?

colin@productpartner.io

ProductPartner