

Stuff That Works At Work

Chapter 5

“Agendas”

Take Action

Stuff That Works At Work

Chapter 5 Take Action: Content

- Do not set a meeting without an agenda. Put it in the notice, and start the meeting by reviewing it.
- When accepting meeting notices, send an email asking for an agenda. Never stop doing this. Be a pain, if needed.
- In every meeting you attend this week, ask what the agenda is before the meeting starts. Play dumb and smile, if you must. If there is not an agenda, co-create one in the meeting.
- Invest time on Stuffthatworksbooks.com to find ways others have made collaboration work for them

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Chapter 5 Take Action: Action 1

Do not set a meeting without an agenda. Put it in the notice, and start the meeting by reviewing it

ACTION

This is so hard and I do not know why.

If you do it your life will be so much better.

Keep it simple . Do not over think it. Just make it happen.

It will take Commitment and dedication.

Good luck!

EXAMPLES

Purpose: We need to make a decision on project Alpha.

Agenda:

Introductions	Sam	5 Min
Analytic Summary	Brenda	10 Min
Discussion	All	40 Min
Decision	All	10 Min
Close		

Tim,

Let's meet on Wednesday for thirty minutes at 11.

Agenda:

- Review Project Status
- Hurdles
- Next Steps

Joe

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Chapter 5 Take Action: Action 2

When accepting meeting notices, send an email asking for an agenda. Never stop doing this. Be a pain, if needed.

ACTION.

This needs to be your standard. Get an agenda.

Doing this makes everyone better. It pays dividends for every meeting you attend. Others will end up thanking you.

EXAMPLES

Hey Tim,

Glad to attend your meeting tomorrow regarding forecasting.

What is the agenda? Is there anything I need to prepare?

Joe

David,

Do you have an agenda for tomorrow's meeting on annual planning.

I have a conflict and want to make the right choice of which meeting to attend.

Thanks,

Joe

Laura,

Jim has a meeting scheduled for next week he has invited me too.

Can you please send me a copy of the agenda.

I want to ensure I am prepared.

Joe

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Chapter 5 Take Action: Action 3

In every meeting you attend this week, ask what the agenda is before the meeting starts. Play dumb and smile, if you must. If there is not an agenda, co-create one in the meeting.

ACTION.

This takes guts and practice. It is really powerful.

I have seen it used to take a failing meeting and make it powerfully productive.

No one likes to be in a meeting that is failing. People will appreciate someone who brings them back to their purpose and ensures their time investment yields a return.

I have provided some examples of dialogue here to show how it is done.

Be bold and make your time count.

EXAMPLES

Lisa: Tim I believe you called this meeting what is the agenda?

Tim: I don't really have one I just thought we needed to discuss our project status.

Lisa: I think a discussion is a great idea but lets take five minutes to build an agenda so we are sure it is a productive time.

Tim: Ok?

Lisa: great what do we need to be sure we talk about?

Sam: I'd like to hear updates from each individual.

Joe: Let's discuss hurdles

Rod: I am sorry but we have been discussing this topic for 15 minutes but I am not sure what we are trying to accomplish. Can we return to the agenda so we get done what was intended

Joe: I think that is a good idea.

Sue: Where were we? I think we should start over.

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Chapter 5 Take Action: Action 4

Invest time on Stuffthatworksbooks.com to discover more ways to add fun to daily office life.

ACTION.

This is an easy one.

I believe that each of us can help someone else.

There is so much to know and to experience. You just can not do it on your own. So the best way forward is to share and learn from each other.

Technology makes this so easy today. That is why I built the web site Stuffthatworksbooks.com.

It only reaches its potential if you join in and add the stuff that works that you have found. Please make a contribution today. Help others find the Stuff That Works.

Others have already shared their stuff that works so be sure to check the site often as there is probably something to improve every area of your life.

The community is waiting and growing. I hope you will join in and make a positive difference.

Thank you!

EXAMPLES

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