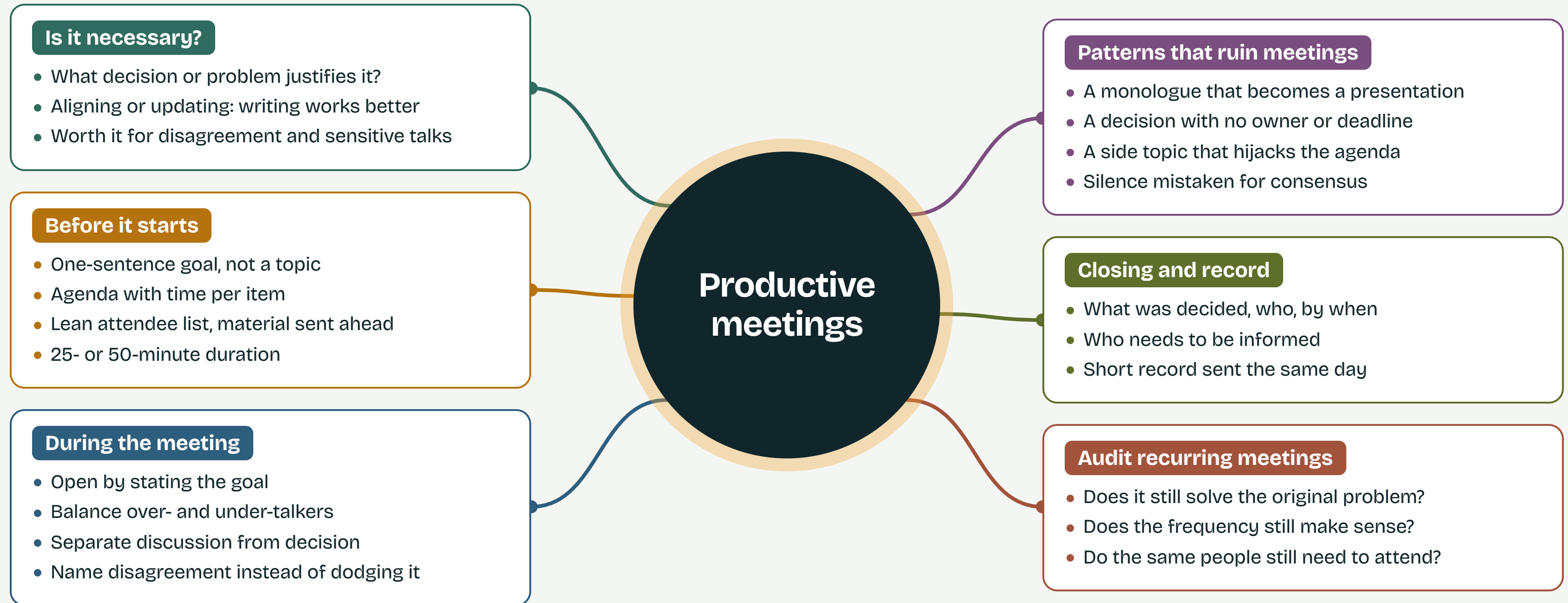


Productive meetings: from purpose to commitment



Action plan

1

Check whether the meeting truly requires discussion

2

Set the goal, a timed agenda, and attendees

3

Open by stating what must come out of it

4

Close with decisions, owners, deadlines, and who to inform

5

Send the list of commitments the same day

Key takeaway

A good meeting is decided before it starts and ends in commitments with names and deadlines.