

## NOTEBOOK

# COMMON MEETING PROBLEMS & SOLUTIONS

1. Unnecessary meetings
2. Showing up late to meetings
3. Side conversations
4. Disruptive Behaviors
5. Lack of focus
6. Devices in meetings
7. Long Meetings
8. Lack of progress
9. People not contributing
10. Virtual Meetings



**1. Unnecessary Meetings:**

So for your worst meeting, I'd like you to ask yourself, could the meeting just be axed? Or if not, could it be either improved or slowly phased out?

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**2. Showing up Late:**

Who are the late comers for your meetings? And which method are you going to use on them from now on?

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**3. Side Conversations:**

Next time you're at a meeting and people are chatting, are you going to point it out to the leader? Or are you going to try dealing directly with the ones who are doing it? And what will be the exact words that you're going to use?

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**4. Disruptive Behaviors:**

For your meetings, you're not going to let people get away with bad behaviors like talking too much, failing to prepare, or criticizing the ideas of the others. But what are the main bad behaviors that you get and which of my three techniques will you use? Will it be to gently ask them something positive? To point out their habit with I notice, I interpret, am I right? Or to say how you feel using I understand, I feel, I want, is that okay?

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### 5. Lack of Focus

How are you going to handle these three types of lack of focus? Are you going to get an actual toy herring and or a car? Are you going to appoint people to keep the meeting on track? Or are you going to at least gently point out the problems when they happen?

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### 6. Devices in Meetings

So what rules are you going to have for your meetings for phones, laptops, and tablets? Are you going to ban them or allow them without emailing? And what forfeit are you going to have for people who break the rules.

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### 7. Long Meetings

For your long meetings, the problem may be the number of people, the leader being weak, the agenda being overambitious or not timed, or the inability to cope with getting bogged down. And, based on that, what's your plan for dealing with it?

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### 8. Lack of Progress

For your meetings, is it individuals that are not doing their actions or not coming prepared, or is it group avoidance of decisions? And then once you've determined this, I hope that these suggestions I've provided will help you to get things moving along faster during your next meeting.

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**9. People not contributing**

So, do you have anyone at your meetings who's very quiet? And what are you going to do to encourage them to contribute more for the good of them, the meeting, and, ultimately, the organization?

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**10. Technology issues in virtual meetings**

What changes are you going to make to the way that you run and attend virtual meetings in order to make them great?

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