

Mastering Meetings

3 Ways to Make Meetings Shorter & More Productive

✨ *Less Talk. More Action.* ✨

Meetings don't have to drag. With a few smart tweaks, you can boost energy, focus, and results.

📌 1. Start with a Clear Purpose

✅ Define the *goal* of the meeting in one sentence.

📄 Share the agenda in advance.

⌚ Invite only those who *truly need* to be there.

"If you can't explain why the meeting matters, it probably doesn't."

🕒 2. Timebox Everything

⌚ Give each agenda item a strict time limit.

🕒 Schedule 25-minute meetings instead of an hour.

🔔 Nominate someone to keep track of time.

"Work expands to fill the time you give it — so give it less."

🌱 3. End with Action, Not More Talk

🕒 Summarise key decisions before ending.

💬 Confirm who's doing what by when.

📧 Follow up in writing after the meeting.

"Clarity turns conversations into results."

DAY 2

Part of our '12 Days of Learning' series – small ideas with BIG impact!

💡 Top Tip:

Try one meeting-free day a week. You'll be amazed at the focus it creates.

🧠 Try This Activity:

Pick one recurring meeting and cut it in half — either time or attendees. Then track if results *actually suffer*.

