

# Transform your deathly boring meetings into compelling and profitable meetings...

When facing another uninspiring meeting at work start by asking yourself:

Would you and your team describe your internal meetings as energetic sources of inspiration, motivation and good decision making?

## CONTENTS:

1. The one 'Compelling Meeting' question you must ask to determine if your internal meetings are working as well as they should...
2. Avoid 'meeting stew'; use 4 types of internal meetings to drive your business forward
3. Avoid Mindless Acceptance Syndrome...
4. The 'deciding how to decide' checklist
5. The books and resources to help you uncover more insights on creating compelling meetings.

**STOP** thinking that meetings result in decisions

**START** making a decision first, then use the meeting to generate healthy, constructive debate and then collaboration and action planning

### 1. The one ‘Compelling Meeting’ question you must ask to determine if your internal meetings are working as well as they should...

**Would you and your team describe your internal meetings as energetic sources of inspiration, motivation and good decision making?**

Where is the value in this question?

The value in this question prompts you to rethink whether your internal meetings are delivering the best results for your business or not.

Because internal meetings happen every week (in most businesses) you have an opportunity to drive your business forward every week.

At the very least your meetings should maintain the status quo. What you don't want is your internal meetings holding your business back or undermining the future success of your business because of the way your meetings work (or don't work).

The structure of your internal meetings should be taken seriously because an awful lot of people express an awful lot of frustration at the (lack of) usefulness of internal meetings. One author and commentator on the power of meetings suggests:

*“A meeting is an interaction where the unwilling, selected from the uninformed, led by the unsuitable, to discuss the unnecessary, are required to write a report about the unimportant.” – T A Kayser*

OK, so this quote is verging on the cynical, but if your people are frustrated in every meeting, every week, you are undermining their motivation and willingness to help you drive your business forward every week.

The consequences of such frustration are disillusioned people, half-hearted people and below-par results for your business.

**IMPORTANT:** This question is about getting your internal meetings to be a source of inspiration, motivation and energetic action so that you secure the future success of your business.

Check out the rest of the tools here to help you run compelling and productive internal meetings that truly work for your business.

### 2. Avoid ‘meeting stew’, use 4 types of internal meetings to drive

### your business forward...

Patrick Lencioni (author of 'Death by Meeting') actively argues in favour of meetings, as long as they are useful and help your business move forward. Meetings are essential to business success:

*“For those of us who lead and manage organisations, meetings are pretty much what we do... there is simply no substitute for a good meeting when it comes to extracting the collective wisdom of a team.”*

One of the reasons he suggests meetings fail is because each meeting tries to cover too much ground, too many subjects, both tactical and strategic. Meetings can be a mess because of:

*“...the tendency to throw every type of issue that needs to be discussed into the same meeting, like a bad stew with too many random ingredients.”*

Instead of a ghastly meeting stew, why not go for a high-class tasting menu with four distinct courses?

Lencioni suggests four distinct types of meetings:

- **The daily check-in** – to avoid any confusion about daily priorities – 5-10 minutes
- **The weekly tactical** – focusing on tactical priorities of immediate concern and progress review – 45-90 minutes
- **The monthly strategic** – where you wrestle with, analyze and debate a few vital issues – 2-4 hours
- **The quarterly offsite review** – where the business as a whole is reviewed (Strategy; Team and Personnel; Competitive and Industry) – 1-2 days

So, as much as constructive conflict and drama in a meeting makes a meeting more stimulating, what about limiting the content?

Limit meeting content to suit the meeting you're in. If a lumpy strategic issue is flagged up in a daily or weekly meeting simply acknowledge it and add it to the agenda for your next monthly strategic meeting.

You would never eat desert with your soup, you'd save desert for later!

Check out Lencioni's excellent fable in his book 'Death By Meeting' and the detail about how high-quality meetings can and do work when the right content shows up in the right meeting.

### 3. Avoid Meeting Acceptance Syndrome – then make meetings more profitable – your video resources

Meeting Acceptance Syndrome (MAS) results in people accepting meeting invitations without question. It also shows how frustratingly challenging conference calls can be too.

MAS undermines your business success, check this video out...



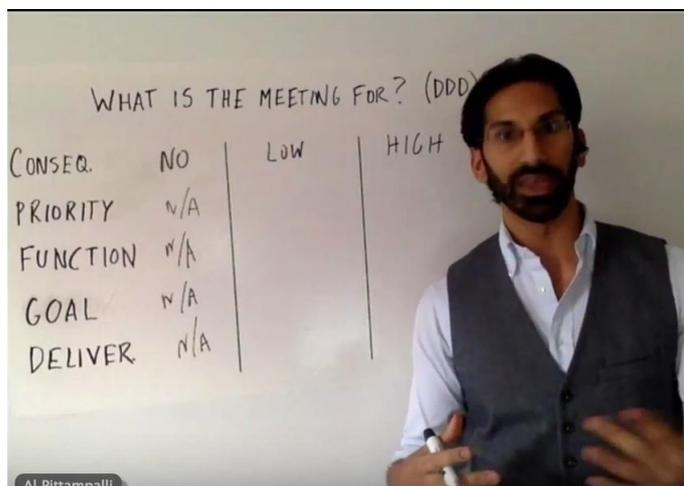
[https://www.ted.com/talks/david\\_grady\\_how\\_to\\_save\\_the\\_world\\_or\\_at\\_least\\_yourself\\_from\\_bad\\_meetings](https://www.ted.com/talks/david_grady_how_to_save_the_world_or_at_least_yourself_from_bad_meetings)

This video can easily flip a MAS culture in your business so that you get time back by not attending badly organised meetings. Why not share this video with your colleagues and work on a way to improve your internal meeting culture.

**High, low or no consequence decisions** help you decide on how you tackle your meetings.

What Pittampalli is suggesting is when a decision has to be made, you must use the checklist for 'deciding how to decide'!

See the next section for the checklist.



<https://www.youtube.com/watch?v=rJXWC5kfXK8>

### 4. The 'deciding how to decide' checklist

In Pittampalli's book on better meetings, he suggests...

...as a business leader/manager, when you have a decision to make, the first step is not to reach out to people either individually or in a meeting - your very first step is to **decide on how you're going to decide!**

What Pittampalli is saying is, your job is to make a decision about the level of impact, importance and consequence your decision will create. The level of importance tells you whether you need others involved in your decision as individuals or in a meeting.

- 1. Can I make this decision myself?**
- 2. Is this a decision of high, low or of no consequence?**
- 3. If a group is necessary, how and when should I involve them?**
- 4. Does the opinion of someone else matter? Or are facts sufficient?**
- 5. Can I do this with a series of one-on-one conversations instead of a meeting?**
- 6. How much time should this decision take?**

And once you have decided on the level of importance or impact of the decision, this will signpost whether or not you need to call a meeting about it.

If you think the level of consequence of the decision warrants a meeting necessary, you then need to decide whether you want to:

- simply inform and seek collaboration from your team on the decision or
- encourage debate about the issues involved

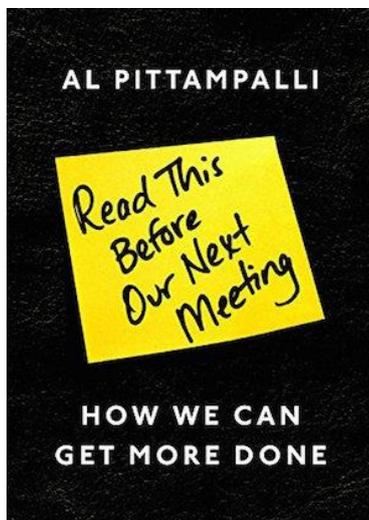
You can find out more about this crucial decision impact question in the Business Bitesize edition – 'Transform your deathly boring meetings into compelling and productive meetings'

- 5. Al Pittampalli has created a book that helps your business get more done by having less meetings. Patrick Lencioni shows you**

### how to make the most of the meetings you must have...

Both authors promote the idea of making your meetings more compelling through the use of more drama and more conflict albeit constructive conflict.

Conflict is mostly missing from most meetings and it can have a profound impact on the outcomes and results of your meetings. And by engaging better with your people you'll profoundly improve their desire and motivation towards the work they do.



Al Pittampalli has been involved in transforming the way companies like NASA and Starbucks hold meetings – his experiences lead to his book, '*Read This Before Our Next Meeting*' which not only explains what's wrong with 'the meeting' and meeting culture, but suggests how to make meetings more effective, efficient, and worthy of attending.

Find out more here –  
<http://modernmeetingstandard.com/about-al/>

Patrick Lencioni has addressed millions of people at conferences and events around the world and has authored 11 books.

In '*Death by Meeting*' Lencioni provides a route-map for running effective meetings based on his experiences at consulting company Bain & Co and Oracle.

Find out more here –  
<https://www.tablegroup.com/books/dbm>

