



# How to quickly have better meetings

 /colin-a-cooper



Meetings are absolutely essential but sometimes they **just really suck.**

Here are **13 easy steps** that will immediately make remote, hybrid and in-person meetings better...

# 01 Is a Call Required?

Meetings are often booked without much thought. Would the outcomes be easier to achieve via **async video sharing** or **documentation**?



## 02 Check Pre-Existing Calls

Consider whether there is a **pre-existing call** where this topic could be covered off as an agenda item.

This immediately saves one call.



## 03 Enable Speedy Meetings

Most calendar software offers this feature, which **shortens the default length** of meetings.

This reduces the amount of time allotted to each call and **provides a gap** between calls.

## 04 Select Invitees Carefully

**Time is money:** consider exactly who **needs** to be involved in any call.

Fewer invitees usually make for more **productive, relevant and engaging** discussions.

## 05 Pick Appropriate Slots

Carefully allot the right amount of time for the discussion. There is a tendency to **overestimate**.

Always check the availability of invitees. Do **not** book over events without consultation.

## 06 Insist on an Agenda

This is a basic **necessity** that is often incorrectly viewed as excessive.

An agenda can be simple: cover off the **purpose** of the call and desired **outcomes**.

## 07 Provide Pre-Reads

This helps to align everybody **prior to the call**, making the time more productive.

A pre-read can be sent **48hrs before the meeting**, rather than at the time of invitation.

## 08 Record the Call

For absentees and posterity,  
with permission, record the call.

Some tools **highlight moments**  
and generate transcripts:

**tl;dv**   **FATHOM**   **Fireflies**

## 09 Use Camera Sparingly

Studies show a correlation between camera use and **fatigue.**

The majority of calls will not be more effective with your camera on. **Use your energy wisely.**

## 10 Set Context

When starting a call, take a few minutes to reaffirm the focus, agenda and desired outcomes.

This helps to **focus the group** and ensures everybody has the same background information.



# 11 Make it Visual

Utilise the screen share to communicate the agenda or relevant pre-read content.

This maintains **alignment** and keeps the conversation on track.

## 12 Park Off-Topic Items

Sometimes conversation does float away from the agenda.

**Be brave** and insist upon ‘parking’ these topics. They can always be picked-up ‘offline’ or during the AOB section.

## 13 Set Next Steps

End the discussion with the **assignation of next steps.**

If complex, send out a post-call summary, which reaffirms **responsibilities and any timelines.**

# That's it!



Now you can have much more  
productive meetings.



# Thank you for reading



/colin-a-cooper



www.iterar.xyz