1. What are some of the things that make meetings unproductive? Think about the WORST meeting you have experienced. Write your comments here:

a. 

b. 

c. 

d. 

e. 

f. 

g. 

2. Check your list. Did you include?.....

a. notified late for the meeting 

b. no reason for the meeting 

c. unorganized 

d. no one listened to each other 

e. you are never asked to help 

f. you never understood the purpose of the meeting 

g. boring 

h. dominated by a few people 

i. not focused on important issues 

3. Do you think meetings are over-used or under-used? Why? 

4. Why do you think organizers have difficulty in planning productive meetings? 

5. Combine the "worst" lists in #1 and #2. What improvements do you suggest based on these lists? List on the back of this page.
6. One method to improve meetings is to develop an agenda with a clear order of activities. Look at the list below. Number the meeting activities in the order (1-7) they should appear during a meeting.

AGENDA BUILDING

____ Unfinished business
____ Program (guest speaker, etc.)
____ Call to order
____ Committee reports
____ Adjourn
____ Read and approve minutes
____ New business

Go to the next page to find the suggested order.
AGENDA BUILDING

4 Unfinished business
6 Program (guest speaker, etc.)
1 Call to order
3 Committee reports
7 Adjourn
2 Read and approve minutes
5 New business

7. How did you do? You may not have the exact order; be sure meetings you plan have a logical sequence and pattern for each meeting.