



Change Your Meetings and Keep the Change

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Changing a meeting is like changing a light bulb

Changing meetings one at a time is like trying to create more sunlight by putting in brighter light bulbs. The most effective way to improve all the meetings in your organization is to do it widely and get everyone involved in making meetings work.

1000 managers surveyed want less time in meetings

In the 1000 managers I surveyed, I did not find a single one who would not be glad and relieved to spend less time in meetings.

A change people can get excited about

You will get happy people when they realize if they use this approach, they actually will have more hours in their day to work on priority projects and respond to customers. People leave efficient meetings motivated (instead of de-motivated after having wasted time in an inefficient meeting).

It is an organizational change that will have less resistance than almost other organizational change you can name!

Ready to dive in and reap broad scale returns?? Roll-out steps

Wait. . . Here are a few things to remember:

- **Change all meetings at once** as an across-the-board organizational change
- Have a **method that everyone uses in all meetings**
- You need ways to **get everybody participating** and contributing during each meeting
- **Get everyone up to speed on the method** – not just the meeting leaders.
That way everyone is accountable for meeting results and success
- Use podcasts to cost effectively train everyone on the new approach
- You need to carefully **create your strategy** and key players to implement a **change** like this
I recommend following Kotter's (Harvard) steps from his book Leading Change

Get rid of outmoded methods & bring in the new:

- Replace minutes with user friendly, easy to email docs like the DALI Log
- Give people formats & strategies to make video conferencing efficient & like being there
- Set up structures and formats that make meeting communication clearer –
Sticking to these keeps people out of the emotional swamps
- **Write outcome-focused agendas** to focus time & energy on specific outcomes
Agendas drive everything; help people to *stay focused* & reduces the possibility of tangents