

## EPISODE 87: HOW TO KEEP MEETINGS FROM WASTING YOUR TIME

### 1. PREPARE FOR THE MEETING IN ADVANCE

- Common practice: arrive last minute, harried, unfocused...look for the doughnuts... sit down and quietly try to get focused...endure the meeting...exit the meeting... race to the next one to repeat the process.
- Prep: 2-3 days, weeks, months.
- Clarity is the magic word. Clarity regarding: purpose of the meeting, people attending, my role in the meeting, prep work required.

### 2. DO A SELF-CHECK IMMEDIATELY PRIOR TO THE MEETING

- Awareness: “What do I want to learn in this meeting? What do I want to ask? What do I want to DO in this meeting? What do I want to AVOID or NOT DO in this meeting?”
- Self-Awareness: Do I speak too much? Speak too little? Speak too timidly? Speak too loudly? Speak too negatively?
- My environmental impact: Under stress, angry, threatened, tired? Be prepared to manage your mood or you can poison a meeting without knowing it.
- Bring value to a meeting: Who can I engage with, greet, affirm while waiting for the meeting?

### 3. STAY FULLY PRESENT DURING THE MEETING

- Be engaged. Lean in and learn.
- Be aware: people, situation, self.
- Pay attention to mood, tone, pace, energy.
- Listen for insights, key ideas, action points, valuable comments from others.
- Bring value to the meeting: humor, wisdom passion, vision, smart question, caution.
- Get value from the meeting

### 4. DO A HOT AND COOL WASH AFTER THE MEETING.

- Hot wash: quick debrief immediately after.
- Cool wash: distance from the meeting is less emotional and more analytical.

### 5. PREPARE FOR THE CRITICAL MEETINGS AHEAD

- Get a coach.

Sources mentioned in this episode:

[FREE eBook on the Communication Guys website: “How to Become the Person Everyone Wants to Talk to: Mastering the Art of Conversation”](#)

Are there other communication-related topics you'd like to hear the Communication Guys address? Let us know on our [Facebook page](#).