

Make People Happy

CANCEL BAD MEETINGS

Great meetings move work forward and build strong teams.
Bad meetings waste everyone's precious time.
Is your meeting ready?

1 The meeting has a clear purpose.

No? **Cancel it!**

Yes!

You need to work together as a group to achieve a result.
Email, chat, or other tools won't work as well.



2 The intended result is clear.

No? **Cancel it!**

Yes!

You can fill in the blank:
As soon as we _____, the meeting will be over.



3 You have a plan.

No? **Cancel it!**

Yes!

You know how to start, lead, and end the meeting.
You shared an agenda for any meeting longer than 15 minutes.



4 Everyone is prepared.

No? **Cancel it!**

Yes!

Presentations and reports are ready.
Everyone read the agenda and documents in advance.



5 The right people show up.

No? **Cancel it!**

Yes!

Nice work!
You're ready for a productive meeting.

