

Hold a 22 Minute Meeting

A 22 Minute Meeting is the #1 way to prevent an inefficient meeting for yourself and others.

Listen first, talk second



1 Schedule a 22 minute meeting



2 Have a goal based agenda



3 Send required reading 3 days beforehand



4 Start on time



5 Stand up



6 No laptops, but presenter's and note taker's



7 No phones, no exceptions



8 Focus! Note off topic comments



9 Send notes and action items ASAP

When should I hold a 22 minute meeting?

Team meetings
Status meetings
Planning meetings
Decision focused meetings

Staff meetings
Review meetings
Informational meetings
Meetings about meetings



More Information:

<http://22MinuteMeeting.info>