

Examples of Typical Agendas

By Ann Latham

Below are three typical agendas, all badly flawed. Do you know why?

Marketing Committee 8:00 – 9:30

Magazine Advertisement (15 minutes)

Marketing Plan (45 minutes)

- Review value proposition
- Leads generation
- Client referral program example

Client Retention Plan Review (30 minutes)

Board of Directors Meeting 8:00 – 10:00

8:00	Call to Order	BOD Chair
8:05	Approval of Minutes	BOD Chair
8:10	Financial Report	Treasurer
8:20	Overview of Findings from Committees	Committee Chairs
8:40	Options Explained	Transition Chair
8:55	General Discussion of Options	Full Board
9:30	Recommendations	Full Board
10:00	Adjourn	BOD Chair

Weekly Project Meeting 8:00 – 9:00

- Customer Site Status Update
- Software Report
- Hardware Report
- Test Schedule

What is wrong with these agendas? Do your agendas look like these?

These samples are sure to stir some lively debate among your colleagues.

If you can't see why these examples are flawed, I recommend you visit my website to obtain one of the following:

- [Meeting Mastery CD & MP3 - How to Slash Meeting Times in Half and Get Better Results](#)
- [The Meeting Mastery Handbook – 7 Quick Tips for Slashing Meeting Times and Getting Better Results](#)
- [Meeting Mastery Workshop](#)
- [Consulting services for an immediate, custom path to dramatic time savings and better results!](#)

I have met almost no one at any company who doesn't complain about the time wasted in lousy meetings.

Furthermore, I have never encountered a company that couldn't slash the total time spent in meetings and realize huge gains in productivity. Here is an opportunity for improvement that would be embraced from the Boardroom to the shipping dock while simultaneously freeing up large quantities of valuable resources for more important, profitable work.

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