

Whether you're in a position of formal leadership or not, chances are that you've had to call a meeting or two. Do your attendees describe your meetings as mind-numbing, inefficient, and a waste of energy ... or do they find them useful, productive and a good use of their time?

TWELVE SUREFIRE SIGNS THAT YOUR MEETINGS NEED A MAKEOVER

- You call the meeting days in advance, and yet your staff all find a reason to be away that day.
- Your staff start practicing their CPR training ... one hour before your meeting.
- Your meetings never seem to start or end on time.
- Agenda? What agenda?
- Your people come up with creative reasons to slip in late ... and leave early.
- You ask for a volunteer to take meeting minutes, and they all slide down in their chairs and try to look invisible.
- It seems that every technical and customer emergency that could happen ... happens while you're in the meeting. Amazing! And of course, various members of your staff have to leave to deal with the emergencies.
- You ask for their opinions, and all you get are blank stares.
- Your discussions often go off track, and sometimes even end up in yelling matches.
- Every meeting, you get this sinking feeling of *déjà vu* ... you know you've had this discussion before ... actually, now that you think about it, several times before!
- People can't wait for your PowerPoint presentation ... the dimmed lights mean that they can catch a quick nap!
- When a cell-phone goes off, all their eyes light up ... until they realize that it's not their phone.

