



Meeting Types & Time Limits



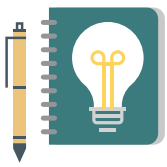
General Updates

Go over what's happening in the company or department.



Project Updates

Detail-oriented, focus on progress of specific project.



Planning Session

Plan a project, set tasks, or assign actions.



Presentation

Exec or board meeting, investor update, internal kick off.



Collaborative Editing

Review progress of a project or get something completed.



Before you plan that next meeting, ask these four questions:

1

Number of meetings?

Do we **really** need this meeting? Or, could it be run ad-hoc, summed up in an email, etc.?

2

How often you meet?

Do we need to hold this meeting **as often** as we do?

3

Length of meeting?

Does the meeting need to be **this length**? Or, do we end up talking about un-related topics?

4

Who attends?

Who **actually** needs to be in this meeting? Can we bring people in on an as-needed basis?