

The Effective Successful *Happy* Academic

12 'P's of Successful Meetings

PARTICIPANTS

- Who are the best people to be in attendance?
- Host: Who should I invite?
- Attendee: Why have I been invited and am I the best person to be there?

PLAN

- Conscious choices about the meeting, made in advance.
- Think outside of the box, not just the same-old way.
- Question the status quo and suggest new ways of approaching meetings.

PARKING LOT

- A place to "park" items raised during the meeting that are off-topic or fall outside the agenda.
- While these items may be important to revisit at a later time (and are therefore worth noting) they should not de-rail a thoughtfully planned agenda.

POST-WORK

- Schedule time in your calendar for the post-work associated with meetings.
- This is the work resulting from action items, and necessary follow-ups, notes from the meeting or planning for subsequent meetings. A great opportunity to also assess your own contributions.

PUNCTUALITY

- Respecting others time by arriving on time. Not repeating content for those who arrive late.
- Both meeting hosts and attendees taking responsibility for keeping time-allocations within the meeting for agenda items, and ending meeting on time.

PURPOSE & PAYOFFS

- The big why.
- Be clear on what you want the meeting to achieve. What are the outcomes?

PRE-WORK

- Hosts: an agenda is key. Find a great template and stick with it. Prepare as much as possible so that the meeting runs smoothly and to time.
- Attendees: read the agenda and complete any pre-work in advance to come to the meeting prepared.

PROCESS

- Length: can your default be 30 minutes for most meetings?
- Is a meeting actually necessary or could an email, phone call, or chat serve the same purpose?
- Consider the level of formality that is necessary.
- Would a professional facilitator or external chair be helpful?

POST MEETING ASSESSMENT

- Leave a few minutes at the end of meetings to obtain feedback from attendees.
- Was this the right format? Were the right people here? Should we meet again in this same way or try something different?

POLITENESS

- An empathetic, considerate, and respectful approach to being a meeting host or attendee.
- Avoiding rude behaviours that de-rail meetings, and seeking feedback about your contributions.

PARTICIPATORY

- Considering meeting formats that encourage participation.
- Creative solutions especially for virtual meetings such as collaboration tools and software, or role rotation.



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