



Keyword: Agenda

Using Agendas to Improve Meeting Productivity

by Kevin Eikenberry

One of the most important things you can do to improve the productivity of your meetings is to create an agenda. This Bonus Byte offers a checklist for creating your agenda, some tips in agenda usage and a sample template for creating your agenda itself.

An Agenda Checklist

Follow this list as a checklist to help you in creating any agenda for any situation.

1. Determine the purpose(s) for the meeting. Write these as desired outcomes. (For assistance in writing desired outcomes go to www.RLBonus.com and use keyword "desired outcomes".)
2. Determine who to invite based on the desired outcomes. As a general rule, keep this list as small as possible to improve productivity and effectiveness. (For assistance in determining who to invite go to www.RLBonus.com and use keyword "invite".)
3. Determine the other meeting logistics – when and where to hold the meeting.
4. Determine the meeting roles: who will be the facilitator, recorder and time-keeper. Also determine which people will present or lead the discussions for various desired outcomes.
5. Complete the attached agenda form (or use whatever format or template you use in your organization).

Before the Meeting

- Always build an agenda for a meeting.
- Prepare it as soon as possible.
- Send the agenda – even if it is a draft – to attendees when inviting them or at a minimum before the meeting.

During the Meeting

- Review the agenda briefly at the start of the meeting.
- Use it to stay on track.
- Participants can use it as the basis for their notes during the meeting.

Agenda Template

The template that follows gives you some idea of how to create your document. Use this as is or incorporate ideas from it into your existing organizational standards.



Using Agendas to Improve Meeting Productivity (continued)

Meeting Name: _____

Date: _____ Facilitator: _____

Place: _____ Recorder: _____

Time: _____ Timekeeper: _____

Time	Topic	Leader	Activity	Desired Outcomes		
Sample Activity Codes to use:	B = Brainstorming	C = Conversation	D = Decision	F = Feedback Desired	I = Information	P = Problem Solving



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