



THE 5 WORST REASONS FOR A MEETING

(When not to hold a meeting)

1. There isn't a clear reason or objective and desired outcome.
If the aim is merely to share information, inform others, clarify, discuss, see how things are going, feel obliged and/or want feedback on progress, then it is not necessary to have a meeting.
These are all activities which can be done effectively by using technology.
2. To “manage, co-ordinate, touch base or to foster teamwork” is not a valid reason for a meeting.
If you want to build your team, don't meet, but rather set up a teambuilding event.
3. Organising a meeting as an alternative for making a decision.
If you don't know what to do, then a meeting is really an excuse for not taking decisive ACTION.
4. Meetings should not be part of the corporate culture – “*We always have Meeting X on this day*” is the worst reason ever. The same goes for using a meeting for self-glorification and showing people ‘who is the boss’.
5. When there is no intention of accepting, listening and incorporating other's point of view or input, but just using it as a means of spreading the responsibility for taking ownership or to cover one's back, just in case.

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