

# MEETINGS

## PURPOSES & PROCEDURES

**MEETINGS HAVE ONE OF TWO REASONS TO EXIST - BUSINESS OR SOCIAL.**

**SOCIAL MEETINGS END WITH OUR GOOD FEELINGS, CONNECTIONS, NETWORKING, SHARING OF OUR LIVES, PLANS, VICTORIES, DEFEATS. . .**

**BUSINESS MEETINGS END WITH AN ACTION PLAN. IF NOT, THEY ARE SOCIAL, NOT BUSINESS MEETINGS.**

### **PURPOSES OF BUSINESS MEETINGS:**

- **IMPART INFORMATION**
- **GATHER INFORMATION**
- **DECISION MAKING**
- **PROBLEM SOLVING**
- **PROMOTE / PERSUADE**

### **PROCEDURES OF BUSINESS MEETINGS:**

- **TIMELY NOTICE OF THE MEETING**
- **START ON TIME - END ON TIME**
- **TIMED AGENDA / PRINTED GROUND RULES**
- **DESIGNATED LEADER / "GATEKEEPER"**

**IF A "MEETING" DOES NOT MEET THE ABOVE CRITERIA - DON'T CALL IT.**

**BREAKFAST AND LUNCH OFTEN HAVE WELL-DEFINED END POINTS--GOOD FOR WORK. DINNER IF OFTEN MOST VALUABLE FOR SOCIAL ASSESSMENT AND FUN**



**OPINIONS AND FEELINGS ARE FREQUENTLY A PERSONAL TRIUMPH OVER GOOD THINKING  
YOU DEFINE REALITY BY WHAT YOU KNOW, WHAT YOU BELIEVE, AND WHAT YOU DO ABOUT IT.**