



SHOULD WE HAVE A MEETING?

A Brief Guide...



1. Have you thought about this topic enough on your own?

Meetings can feel too impulsive at times. | It's important to **pause and think** about the topic at hand. If you haven't had a chance to think about the topic, don't schedule a meeting (yet)! If you haven't thought about it, you won't be able to articulate your purpose and outcomes and you could inadvertently waste a lot of time.

If **YES**,

Proceed to the next question...

If **NO**,

Set aside some time to think through the issue at hand. Once you're able to succinctly state what the purpose of the meeting is and what folks will get out of it or accomplish by going, you're ready to move on to the next question.



2. Do I need, and will I accept, input or feedback from other people?

If you don't need other people in order to progress on the topic/issue, then you probably don't need a meeting...

Don't make people meet just so you can check a "got input from others" box. Be honest with yourselves and your team about what kind and how much input you want on a decision or topic. If it turns out that you don't want, need, or have time for input, then there's no need to meet.

If **YES**,

Proceed to the next question...

If **NO**,

Set aside time to do the next steps in the work.



3. Does this topic/content/issue require real-time communication with our voices or faces (i.e. in person or virtual)?

This question helps us discern if what we're wanting to do needs to happen at the same time...

If you need answers or input from people in real time, or the group will benefit from hearing each other at the same time, then meeting is a good idea. If you those things, then you're probably better off sending an email or other asynchronous digital communication.

If **YES**,

YOU NEED A MEETING!

Next steps are to make an agenda, schedule the meeting, and get out any pre-meeting materials.

If **NO**,

Use another form of communication to meet your purpose, such as email, survey, or group chat.

