

## Bad Meeting Checklist

Take this checklist to your next meeting. How many of these bad meeting habits do you see?

- There was no reason for us to meet. This could have been done without bringing a bunch of people together around a table.
- The people present were not actually able to make a decision or move the topic forward. They still had to go and 'check' with someone else.
- People were late, technology didn't work or we had to call people on their mobiles to check if they were coming or not.
- People were distracted during the meeting, accessing their phones, tablets or computers to check email, messages or take a call.
- There was no clear agenda.
- There was no clear process.
- I contemplated why I was at this meeting.
- We had to schedule an additional meeting because time ran out while we were all skirting around the subject.
- Most of us arrived from other meetings with no time to gather our thoughts and be mentally ready for the topic at hand.
- The presenter at the meeting simply read the slides to the participants, and we all zoned out.

If you ticked more than three boxes on this list, it's likely that you need to take some action to improve your meetings.