



Structured meetings equals *Better Results!*

Organize your meetings with this simple strategy and everyone will get more out of every meeting.

Accountability Matrix

If you walk away from any meeting without deciding and documenting the who, what and when of all action items, the odds of them getting done in a timely fashion are greatly reduced.

Use an Accountability Matrix for every meeting. Request your minute taker to add the Matrix to the distribution. If not, use it yourself, to track your action items and/or the action items for which you are a 'Check-In'. A client who uses the Matrix in meetings has already spread it to five of his business clients.

Now everyone on the team knows who is responsible for what and when it is due. That is the first step in accountability. Don't worry about getting others to do their job -- unless you're the boss of course!

Typically, a team leader calls everyone in for one meeting at the same time and 3 out of 4 people sit there while a discussion limited to another team member and their function rolls on. On average, a 3-hour meeting or teleconference with one team leader and four team members can be reduced to 1 hour of team meeting and four 30-minute 'member' meetings. Everyone benefits from "creating" more hours of working time on their assigned tasks.

Wasn't that the point of the meeting in the first place?

Every minute counts...

