3 Ways To Improve Meeting Efficiency

A recent study states that [37%](#) of an individual's work life is consumed by meetings. For a business owner, the average salary [cost](#)of a meeting is $338. That's a lot of cash to be dishing out for something that most believe should have been delivered in an email.

Despite the bad reputation that meetings have, they are an essential part of the business structure. So, instead of feeding the monotony of inadequacy found in most meetings, customize them to become a productive part of the workday.

Having a well-conceived agenda, that starts the meeting punctually and leaves room for debriefing, will give you all the tools you need to improve meeting efficiency.

1. Create an Agenda

[Half](#) of the multitude of meetings that are held throughout the professional world are conducted without an agenda.

When a set and secured plan is not in place, the meeting is automatically a waste of time. It's akin to asking friends for dinner and serving them whatever could be scrounged up because preparing for their arrival wasn't a priority.

However, just having a few stray bullet points jotted down on a piece of paper won't add productivity to the meeting either. The meeting curator must plan out the event.

Essentially, the agenda should be a syllabus for the entire meeting. It should plan out everything from the time of the meeting, to who is going to be there and exactly why the meeting is being held.

If a meeting has only essential personnel in the room, instead of the whole department, more will get done because everyone there should innately know their role. When everyone in the meeting has a role to play it promotes accountability.

2. Be Punctual

In the workforce, tardiness is unacceptable first thing in the morning but tends to slide down the priority list as the day progresses. People, both hosts and attendants are late for meetings consistently and the response is generally to wait for the latecomers. This wastes valuable time and gives the impression that this meeting isn't a priority to anyone.

Therefore, when people don't show up on time, instead of making those in attendance wait, start the meeting. If this is done consistently, people will take notice and a certain level of respect will flourish.

3. Allot Time to Debrief

Concluding each meeting with a debrief of what was discussed is essential to success moving forward. This gives the host the chance to reinforce the main points of the meeting, clarify the upcoming duties of everyone involved and helps garner individual input without constant digression during the meeting.

In addition, it helps to bring closure to the meeting, without anyone feeling as though they were cut off or ignored.

Utilize every moment of these mandatory social interactions by initiating a structured agenda, setting a punctual standard and allowing for a debriefing period to improve the efficiency of your next meeting.

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