

# Avoiding and Eliminating Unnecessary Meetings

## When is a Meeting Really Needed?

1. Emotional/motivational presentation
2. Group alignment/decision making/consensus/commitment building
3. Group synergy: Problem solving/idea generation
4. Team/relationship building
5. Coordinated planning: Strategic/tactical
6. Conflict resolution
7. Other:

## Better Alternatives to Many Meetings

1. Memo
2. Smaller-group interactions
3. Tele/Video conference
4. Phone call
5. Chain-Email
6. Digital videotaped presentations
7. An individual is empowered to decide and take action
8. Other: