Making your regularly scheduled meetings more effective

Meetings typically fall into 2 categories: status review and problem solving. Here we will focus on the status review meeting.

Each plant needs to regularly have certain meetings to do things like review production status, review financial results, check the status of customer issues, etc. To be effective, these meetings need to be very focused. Here are a few guidelines that will make these meetings more effective.

* Focus only on one topic – if you are reviewing production status, don’t start talking about new product development
* Only update status – Don’t solve problems. If an issue needs resolving, assign someone responsibility for that issue and move on.
* Always have the same agenda. This ensures everyone knows what is expected and will come prepared with the correct information.
* Don’t sit down. These meetings should last no more than 15 minutes. Everyone should be able to stand for that length of time.
* Conduct the meeting in the same place and at the same time. Example: Daily production status meetings can be held in a specific spot on the plant floor at the same time each day.

With a little discipline, you can keep regular meetings focused and effective.

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