MBC Quick Guide

Mindful Business Charter

"I've just left a meeting and feel like we achieved nothing."

The Situation

I've just finished a meeting and I'm left wondering what we actually achieved. The conversation covered lots of ground, but I'm not sure what decisions were made, what happens next or whether the meeting was the best use of everyone's time.

Why this happens

Meetings can easily become routine, with time spent sharing updates rather than making progress. Without a clear purpose, balanced discussion and agreed actions, people can leave feeling unclear about outcomes. Small changes to how meetings are planned and run can help make them more focused, engaging and productive.

Try this

1. Before the meeting, be clear about its purpose and desired outcome.
2. Focus the agenda on topics that need discussion or decisions.
3. Encourage everyone to contribute so different perspectives can be heard.
4. Finish with clear actions, responsibilities and next steps.
5. Share updates before the meeting to allow more time for discussion.
6. Be open to changing the format, frequency or length of regular meetings if they're no longer meeting the team's needs.

What the experts say



"Everybody that's going to the meeting is working towards the same goal. Let's work together to help achieve that goal."
Hayley Watts, Think Productive

Want to go deeper

- WATCH: MBC Insights Session: How to Fix Meetings with Hayley Watts, Think Productive
- MORE: Related MBC resources
- VISIT: www.thinkproductive.com

Remember

Meetings are an investment of everyone's time—make them worthwhile.

Any questions? Having trouble logging into the MBC Member resources? Drop us a line info@mindfulbusinesscharter.com