

10 Top Tips for an Effective Meeting

What's
the desired
outcome?

Who is
needed?

Do we all
know the
agenda?

Stick to
timings

Allow time
to prepare

Select the
best venue

Check the
resources

Confirm
everything

Have a
Plan B

Get
feedback

Effective Meetings For Busy People Pc 02030

Judd E. Hollander



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