

## Seven ways to reduce the time spent in meetings!!!

In the 2017 *Collegial Exchange*, Volume 83-4, one of the opportunities listed to keep DKG alive, vibrant, and efficient in an era modernized from its 1929 founding is to reduce time in business meetings. Some specific suggestions follow:

- Accomplish more by sending a written agenda in advance of the meeting notifying members of the issues to be discussed or voted on so everyone will be prepared.
- Send all reports or minutes electronically in advance so everyone has time to review the information.
- Show professionalism and how you value the time of others by being organized and beginning and ending the meeting at the times stated in the agenda.
- Immediately follow up the meeting within a few days by providing minutes and committee action to be taken by members accompanied by a due date. This helps things move along while everyone shares the duties in case a crisis arises with one member of the committee.
- Use *Robert's Rules of Order* so views can be voiced, while not allowing anyone to dominate an issue.
- When presenters take time from their day to attend your meeting everyone has valued time at stake. Make the objectives of the meeting clear, and the time specific.
- If Professional Development is being provided by a presenter, make sure to place it at the end of the meeting so attendees who do not need credit or are not interested in the topic have the option of staying or leaving. If you are concerned that not enough members will stay for the presentation have members complete a survey of items of interest months prior to the presentation. This way you will know who plans to be in attendance long before you schedule the speaker.