



I got 99 problems ... but **running online meetings** shouldn't be one of them.

In the past few weeks you've probably participated in, or led, some good virtual meetings and some not-so-good. You can do better. **Let's make them great.**



Don't Invite the Usual Suspects

Aim for just the right mix of people to make quick decisions in small, focused groups.



The Quicker Picker-Upper

As the leader, remember that the right tone is the fastest way to lift your team. Show humanity, encourage open discussion, and point out progress along the way.



Brevity is Golden

Attention spans are short and long meetings drain participants. Unless you're planning or brainstorming, outcomes are better in short, energetic bursts on focused topics.



For Pete's Sake – Plan Your Meeting

Structure meetings to truly engage the group. Ask participants to come prepared with ideas and answers to questions you pose in advance.



Pump Up the Energy

Bringing energy, enthusiasm, and fun can help fill the separation gap. Everyone will appreciate it. Amp up your voice and don't forget to smile once in a while!

- » **Small Talk Matters:** Don't underestimate the value of a little "small talk" at the top of the meeting to create a relaxed and open environment.
- » **Stick the Landing:** People are multi-tasking and distracted. Your recap is a final chance to emphasize the actions, priorities, and decisions made.
- » **Stay the Course:** Stick to the agenda to guard against tangents.
- » **Don't Be Obsessed with Video:** Video calls are great – don't overuse them. Have a phone conference call once in a while. Your people will appreciate the change of pace and not being stuck in front of a screen.
- » **Leave Juggling to the Circus:** There's a lot to track in meetings. If you need some help, divvy up roles among attendees: note taker, time keeper, someone to monitor the chat box. This frees up the leader to focus on the quality of ideas and decisions.



For Your Most Important Meetings

For critical planning and strategy meetings, you might consider using a dedicated facilitator. They can assist you to plan and conduct these meetings with greater interaction, focus and energy. At Pitlik Consulting, we've been successfully facilitating meetings—both in person and online—for years. **We're here to help.**

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