

Checklist of 10 habits for healthy meetings

Yes	No	Not sure	Habit
Individual habits before, during and after the meeting			
			1. I suggest items for our agendas.
			2. I take on appropriate task roles to help my group. (These roles include taking the initiative, seeking opinions and information, clarifying, summarizing, testing for consensus and following through on my assigned actions.)
			3. I take on appropriate process roles to help my group. (These include encouraging, seeking out others' viewpoints, synthesizing, helping set group norms and following them.)
Group habits during the meeting			
			4. Our meetings start on time with a quorum in attendance then and throughout the meeting. Meetings also end on time.
			5. We use agendas. And our agendas specify the time allotted to each of the topics and the intended outcomes for each topic, such as "info only," "discussion," "brainstorm," "decision needed," etc.
			6. Meeting ground rules exist that people follow, such as cell phones off or on vibrate, laptops closed, no side conversations, no multi-tasking on other work, candid discussions, etc.
			7. We respect our colleagues and their time. We cancel or postpone meetings if we agree that we don't need to meet.
			8. We have robust discussions that address all sides of the issues, including colleagues who are in the room and on the phone. We're also respectful to each other.
			9. We take time to review and evaluate how well our meetings are working, and adjust as necessary.
			10. We take meeting notes that capture our action items, including owners and dates.
			Total

If you follow at least six of these habits, you're well on your way to having healthy meetings!