

The RightStaff Review

The right choice for your staffing needs



How To Have Effective, Productive Meetings

How many times have you heard people say “I spend too much time in meetings to get anything done” or “I just attended another wasteful meeting”? (Maybe you have said something similar yourself?)

Make the most of every meeting for you and your staff by assigning roles and responsibilities for everyone involved.

If everyone knows their role and responsibilities your meetings will become more effective, efficient, focused, and successful.



Leader

The leader is the one who:

- Set's the agenda
- Selects the participants
- Makes the announcements and has all preparations handled
- Makes sure everyone knows their roles and responsibilities
- Starts and ends the meeting on time
- The leader can express opinions and provide information throughout the meeting.

Meeting Attendees

Every person in the meeting has their roles and responsibilities and should be prepared to participate. They should:

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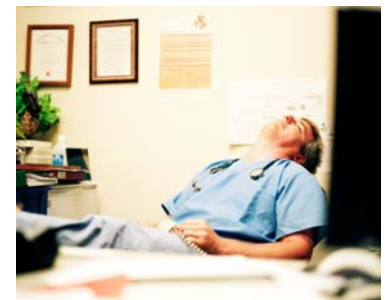
Do You have the Monday Morning Blues?

Maybe it's the way You Sleep – or Dream

The body's internal 'clock' runs on a 25-hour day, which can become inconvenient, since the earth runs on a 24-hour day. This inconsistency normally goes unnoticed. But the misalignment catches up with many people on weekends, when their 'social schedules' play havoc with their normal sleeping patterns. Nothing is more crucial to surviving Mondays than keeping the body clock on track on weekends.

According to Wilse Webb, a University of Florida psychologist and sleep expert, the natural 25-hour clock makes it easier to stay up later than normal. But if people stay up late on Friday night, sleeping late on Saturday, then stay up later on Saturday night, sleeping until mid-morning on Sunday; they'll wake up with jet lag on Monday.

The cure? Get up as close to the usual weekday time as possible – within an hour or so is fine. If necessary, take a short nap in the mid-afternoon. But remember, says



Webb, never nap after four, and never for more than an hour, or it will cut into the coming night's sleep.

Also, always sleep with the blinds open, or at least partially open; the morning light resets the body to a 24-hour clock.

Source: Sales and Marketing Management article from *The Manager's Intelligence Report*

***"Putting off an easy thing makes it hard.
Putting off a hard thing makes it impossible."***

— Charles E. Wilson



ONE MINUTE IDEAS

Communication

Remembering these six words—clear, mean, honest, feel, direct and want—can help you communicate better. Be clear by saying exactly what you mean. Be honest by saying what you feel. And be direct by saying what you want.

— Author unknown



*Think like a wise man but
communicate in the
language of the people.*

— William Butler Yeats
Irish dramatist & poet (1865 - 1939)

RightStaff is a full-service employment and recruiting firm specializing in professional and non-professional, contract to hire and direct hire replacement.

Our networking contacts and expertise has helped to make RightStaff one of the leading professional employment and staffing firms in the Nation.

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Meeting Attendees (continued)

- Be attentive
- Contribute ideas
- Express their opinions
- Be Prepared
- Be on Time
- Not be distracted

Facilitator

The role of the facilitator is to conduct the meeting. The facilitator has the responsibility to:

- Encourage participation
- Make sure everyone is involved
- Keep the group focused on the meeting objectives
- Protect people from personal attacks
- Not let someone “be a sniper” and shoot down everyone else’s ideas
- Keep asking questions to see if there are other solutions and/or approaches to suggestions

The facilitator does not give their opinion or contribute ideas. They are strictly there to facilitate the meeting towards a particular outcome.

Recorder

The role of the recorder is not to evaluate ideas or make suggestions. They should be:

- Taking copious notes
- Creating minutes
- Writing on flip charts and white boards
- Distributing the notes to all participants after they have been approved



Participants should stay in their role and only be in one role at a time. If anyone wants to switch roles they must announce it to the group before they do so.

Try this for your next meeting to see how effective your meetings will become. And remember to only have meetings when they are needed for announcement and information sharing.

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Associate of the Month – Marie Montanez

I have an Associates Degree in Legal Administration and I’m currently working towards a Bachelor’s degree in Business Administration with a minor in Marketing at Dallas Baptist University. I am very customer oriented. I believe no matter what industry I am in – the customer, whether internal or external, is our number one priority in order to succeed. I have over four years experience in the insurance industry from agency to corporate experience. I was a Personal Lines State Filer/Rater for a large insurance company in Dallas until the company had layoffs in 2003. I registered with RightStaff Inc. after the layoff. I have been with RightStaff for six months and have enjoyed my time with them. The professional staff is always courteous and helpful.

