

The RightStaff Review

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contact us at 214-953-0900

Making The Most Of Meetings

Meetings can be very effective for maximizing time, or they can be tremendous time wasters! More than 11 million business meetings take place each day in the U.S. and many, as you know, either goes longer than necessary or are not needed at all.

If you are in charge of a meeting, here are some ways to make it more productive for all involved:



1. Always have a written agenda with copies for all attendees.
2. Spend time in preparation.
3. Define and write up topics to be discussed and distribute your notes a day before the meeting, along with a short memo asking others to come along prepared with discussions and solutions. Clearly identify the meeting's purpose and objectives.
4. Set a time limit and stick to it. Also, start promptly.
5. A good follow-up tool is to have someone take notes during the meeting with the details of who is going to do what and by when.

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What Are You Tolerating?

Do you need a coach?

A coach asks questions that inspire the client to evaluate, define, and act. One very important question is: What are you tolerating? Or what's draining you?

Every action you take uses energy. The things you are tolerating are the actions you're not taking. What we tolerate uses energy that could be spent on more positive things.

What are you tolerating? To make your list, identify your tolerances in the following areas: relationships, physical environment, well being and money. Here are some common issues that my clients have brought up:

Relationships:

- ...I am in a relationship that does not satisfy me
- ...I dread running into a particular person because we have unfinished business
- ...I don't have a best friend to talk to
- ...I don't have a social life

Physical Environment:

- ... My car needs to be repaired
- ... My house is in constant disarray
- ... My closets are cluttered
- ... My clothes are outdated



Well Being:

- ... I don't like the way I look
- ... I can't find the time to exercise regularly
- ... I'm always in a hurry and can't seem to eat a balanced diet
- ... I don't get enough sleep



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ONE MINUTE IDEAS

Making Decisions

William McKinley, the 25th U.S. President, once had to choose between two equally qualified men for a key job. He puzzled over the choice until he remembered a long-ago incident.

On a rainy night, McKinley had boarded a crowded streetcar. One of the men he was now considering had also been aboard, though he didn't see McKinley. Then an old woman carrying a basket of laundry struggled into the car, looking in vain for a seat. The job candidate pretended not to see her and kept his seat. McKinley gave up his seat to help her.

Remembering the episode, which he called "this little omission of kindness," McKinley decided against the man on the streetcar. Our decisions – even the small, fleeting ones – tell a lot about us.

– Adapted from *Presidential Anecdotes*, Paul F. Boller, Jr.

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A summary of the meeting and future action to be taken should be submitted to all who attended.

6. Make summarizing statements throughout the meeting, (anyone can do it!)

When appropriate, consider alternatives such as memos, written reports, etc.

– Author: Arnie Rintzler, AWR

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Money:

... I can't seem to be able to pay my bills on time

... I'm in debt and don't have a savings account

... The lifestyle I live is beyond my means

... I don't have adequate insurance

Identifying your list of tolerances is the first step in taking back the energy that's getting drained and using it for what serves you.

Success Tip –

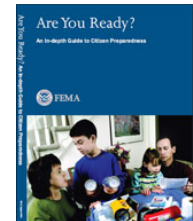
Commit to eliminating at least one tolerance per week. You will immediately feel the energy rushing back into its proper place to inspire you to move forward!

– Tricia Neves, Coach, Balance Resources. 858-755-7701



Web Site Of The Month

A Guide to Citizen Preparedness brings together facts on disaster survival techniques, disaster-specific information, and how to prepare for and respond to both natural and manmade disasters. *Are You Ready?* will help individuals prepare themselves and their families for disasters. This site provides a step-by-step outline on how to prepare a disaster supply kit, emergency planning for people with disabilities, how to locate and evacuate to a shelter, and even contingency planning for family pets. Manmade threats from hazardous materials and terrorism are also treated in detail.



Check it out at: <http://www.fema.gov/areyouready/>

I know the price of success: dedication, hard work and an unremitting devotion to the things you want to see happen.

– Frank Lloyd Wright

Three grand essentials to happiness in this life are something to do, something to love, and something to hope for.

– Joseph Addison