

WHAT'S AT STAKE

We've all been in meetings that wasted time. But have you considered the cost? The cost of poorly organized meetings is estimated at up to **\$283 billion per year**. Even worse, to quote organizational health expert Patrick Lencioni - "The hard truth is, **bad meetings almost always lead to bad decisions**, which is the best recipe for mediocrity."

It's time to break the cycle

HOW TO RUN AN EFFECTIVE DECISION MAKING MEETING

1 - BEFORE	Create clarity and raise the stakes.	<ul style="list-style-type: none">• Specify the exact decision to make, include it in the meeting title• Specify why this decision is critical• Specify why their input is needed.• Identify some potential options.• Identify the relevant organizational values, goals, and decision criteria
THE MEETING		
2 - THE SET-UP (5 MINUTES)	Confirm the purpose, method, and process	<ul style="list-style-type: none">• Confirm the specific decision to make.• Explain the process / agenda• Explain how the decision will be made (consensus vs. consult).• Raise the stakes by pointing out the cost of not deciding and not speaking up.

The Decision Meeting Guide

Because better decisions start with better meetings

3 - THE DECISION	Establish the criteria and select and option	<ul style="list-style-type: none">• Align on a set of decision criteria to use for evaluation.• Create, refine, discuss the possible options.• Align on the top 3 options and discuss the consequences of each.• Weigh and consider the options on the criteria (either in discussion or formal rating).• Decide--either via consult or consensus.
4 - THE CLOSE (5 MINUTES)	Review and define next steps.	<ul style="list-style-type: none">• Create an implementation plan.• Assign owners and due dates to move forward.
5 - AFTER	Ensure clarity by reinforcing and reminding.	<ul style="list-style-type: none">• Send out a meeting record: include the decision criteria, all options evaluated, decision, and rationale.• Continue to reinforce the decision for clarity and alignment.

THE PAYOFF

The attendees won't "get it". They aren't used to it. Have fun with that. But be clear. This is how we will do it. This is why we will do it.

In no time, you'll find that you are making better, faster, more aligned decisions. And meetings, just might be fun again.