

# The Consultant's Corner

April 2006

Volume 4 Issue 4

INSIGHTS  SUCCESS  
"Building On Strengths"

## *How To Have Effective, Productive Meetings*

**H**ow 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.



*Continued on page two – Effective Meetings*

## **Inside This Issue**

*How to have Effective, Productive Meetings*

*Do You have the Monday Morning Blues?*

*One Minute Ideas*

## *Do You have the Monday Morning Blues?*

*Maybe it's the way You Sleep – or Dream*

**T**he 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*



All articles, quotes, and material in this newsletter are copyrighted. © 2006. No part can be reproduced in any form without specific written consent from SA and copyright holder(s). All rights reserved worldwide.



# 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)*

## Department of Labor – Latest Numbers

### Consumer Price Index:

📈 +0.1% in Feb 2006

### Unemployment Rate:

📈 4.8% in Feb 2006

### Payroll Employment:

📈 +243,000 in Feb 2006

### Average Hourly Earnings:

📈 +\$.05 in Feb 2006

### Producer Price Index:

📈 -1.4% in Feb 2006

### Employment Cost Index:

📈 +0.8% in 4<sup>th</sup> Qtr of 2005

### Productivity:

📈 -0.5% in 4<sup>th</sup> Qtr of 2005

Source: [www.bls.gov](http://www.bls.gov) (4 Apr 2006)

*Continued from page one – Effective Meetings*

## Meeting Attendees

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

- ◆ Be attentive
- ◆ Be prepared and on time
- ◆ Contribute ideas
- ◆ Express their opinions
- ◆ 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 objectives
- ◆ Protect people from personal attacks
- ◆ Not let someone “be a sniper” and shoot down 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



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.

— Copyright © Gary Sorrell 2006. All rights reserved

INSIGHTS  SUCCESS

*“Building On Strengths”*

1501 Topp Lane  
Glenview, IL 60025

Call Ed Hauser at 847-730-4555, or e-mail [ed@insights4success.com](mailto:ed@insights4success.com)

For more information, go to [www.insights4success.com](http://www.insights4success.com)

[www.insights4success.com](http://www.insights4success.com)