



# SURFACE TO SOUL

Live Well | Lead Well | Coach Well

## 22 Tips for Improving Your Meetings

**TIP 1** | Clarify people's primary responsibilities and major projects that they're tending to.

**TIP 2** | Clarify the primary ways that you'll communicate and collaborate between meetings.

**TIP 3** | Create a shared calendar, a shared Assignment Log or Project list., and a Further Discussions Log.

**TIP 4** | Clarify the primary platforms that all team members need to know and use regularly.

**Tip 5** | Clarify expectations about how often team members read and respond to communications.

**TIP 6** | Use subject lines in emails and other communications to indicate action needed and urgency.

**TIP 7** | Clarify the organizational structure of your shared file system; list naming protocols.

**TIP 8** | Plan different types of meeting to accomplish different types of outcomes.

**TIP 9** | Create a team covenant that describes shared norms and expectations that allow everyone to thrive.

**TIP 10** | Review commitments and assignments at meetings: assign a person to track and follow up on projects.

**TIP 11** | Find ways to continually learn about new things about your team members.

**TIP 12** | Learn together via books, articles, podcasts, YouTube videos, etc.

**TIP 13** | Have team members set, share, and celebrate individual and collective goals at monthly meetings.

**TIP 14** | Have team members share what the team needs to stop/start/keep doing to team well together.

**TIP 15** | List tasks that require mutual "bending" from one another to keep ministry projects on schedule.

**TIP 16** | Have team members commit to owning their roles in contributing to other team members' successes.

**TIP 18** | Periodically review team meeting and communication norms. Ask, "Is there a better way?"

**TIP 19** | List what didn't work, or is not working, for team members; schedule a specific time to address it.

**TIP 20** | Address team-oriented issues sooner rather than later; schedule time at future meetings to resolve.

**TIP 21** | When something isn't working for one or more team members; suggest, "In the future, I'd like us to . . ."

**TIP 22** | Make how well one is collaborating with team members part of the quarterly/annual review process.



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