

Meeting Etiquette

Help create positive and productive meetings.

Be Punctual & Prepared

Help keep meetings arriving on time having reviewed any pre-read materials.

Listen Before Responding

Avoid thinking over your own reply/POV while others are speaking. Concentrate on what they are saying before forming your reply.

Ask Questions at the Appropriate Time

Hold off asking questions until the other person is finished with their thought. They may answer the question without it being asked.

Share Your Thoughts

Speak up on topics relevant to your expertise even—or perhaps especially—when they run counter to the prevailing wisdom in the room.

Stay Positive and Respectful

Build off other peoples' ideas instead of shooting them down. How we handle differing opinions is the difference between productive and unproductive meetings.