

# Meeting Etiquette

Help create positive and productive meetings.



## Be Punctual & Prepared

Help keep meetings on track by 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.