



Meetings That Get Results (The Brian Tracy Success Library)

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Meetings don't have to be a waste of time. When managed right, they are a powerful tool for solving problems, making decisions, exchanging ideas--and getting results fast. Based on years of experience consulting for companies around the world, Brian Tracy has learned firsthand what works in meetings--and what doesn't. Now, in this pocket-sized guide, he reveals simple, proven ideas you can use to make meetings shorter, more effective, and more satisfying to everyone in attendance. Readers will find out how to: Structure different types of meetings: one-on-one or group, informational or problem-solving, internal or external - Clearly define the purpose and the desired outcome - Establish priorities - Set an achievable agenda - Prepare and participate - Encourage open communication - Keep discussions on track - Avoid groupthink - Press for closure - Summarize discussion points and decisions - Gain agreement on action steps, assign responsibility, and set deadlines - Determine the ideal room layout - Make effective presentations - Maximize the return on time invested - And more Meetings are management in action--superiors and subordinates alike will assess your performance. "Meetings That Get Results" will help you shine.

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