
Rule 1: Do we really need to meet?

Rule 2: Only invite those participants who really need to be at the meeting.

Rule 3: The scheduled end times for meetings are not performance targets. If the meeting finishes before the expected time, all well and good. Even if that is only five minutes into the meeting.

Rule 4: Be on time for meetings. Being ‘on time’ does not mean 5 minutes late.

Rule 5: No multi-tasking and no device usage unless necessary for the meeting. If you need to take an urgent call, excuse yourself from the meeting.

Rule 6: Meetings are an inefficient way to share information. Try and share as much information before the meeting, leaving the meeting for decision making.

Rule 7: At the close of the meeting there should be a list of action items along with who is responsible for delivering those actions, and by when.

These meeting rules are a variation on those developed by Scott Kyteon at Urban Airship (Portland, Oregon). An important principle of these meeting rules is that any member of a meeting should feel able to call other participants out on the above rules, especially the one about using technology in meetings.