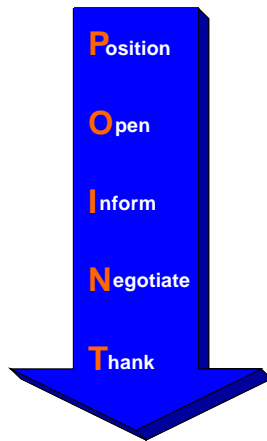


The 10-Minute Meeting

One of the most frequent complaints about meetings is that they are too long. If you want to plan and conduct a [short powerful meeting](#), the key to your success is in getting to and keeping to the POINT. This five-step framework for a 10-minute meeting will help you accomplish your goals in the shortest time possible.



Position

It's extremely difficult to catch people in between other work. And if you do catch them, it doesn't mean you have their undivided attention. Arrange the meeting in advance so you have the commitment you need. Choose a location that keeps things brief and focused. That may mean standing up in a common area or quiet space rather than booking a boardroom complete with coffee.

Open

If you want to keep your meetings short, you have to get off the mark quickly. That means starting on time. And it means staying on topic.

Tell your audience the purpose of your meeting, what you need to accomplish and that you have 10 minutes to do it. Briefly explain what will take place to accomplish your goal.

Inform

Share information in sound bites or key points. Have these points prepared in advance so your message is clear. Ask questions that clarify others' comments or suggestions. This will help you stay connected, avoid misunderstandings and get to the point. Take notes or have someone take notes so that you capture key points.

Negotiate

Decide on your next steps together. Keep summarizing what's being proposed and asking for confirmation or input. Be realistic in what you can accomplish and what the group can decide. Acknowledge when the group lacks research or information and arrange to get what you need.

Thank

Close by thanking the participant(s). If you've stayed on time, say so. Your audience will love you for keeping things well-paced and to the point. And you'll get full commitment when you ask for your next 10-minute meeting!