



GETABSTRACT REVIEW OF

The Surprising Science of Meetings

How You Can Lead Your Team to Peak Performance

Frustrated about meetings? You are in good company. Yet many managers regard inefficient, unproductive, or boring meetings as an unavoidable business flaw. Professor Steven G. Rogelberg challenges this assumption with ideas on how to stop wasting time and energy by facilitating better meetings. Rather than canceling meetings, he says, improve them by being mindful and skillful about their design and delivery.

STEP 1

Have your team read the [getAbstract summary](#).

STEP 2

Schedule a team meeting to discuss the questions below.

STEP 3

Have a discussion with your team.

Discussion Questions

1. How many hours per week do you spend in meetings? What percentage of your meetings do you consider productive and worth your time?
2. Would it be feasible in your organization to make meeting attendance voluntary?
3. What are some of the important points to keep in mind when drafting meeting agendas?
4. What are some of the ways in which you can shake up routine meeting set-ups?
5. In what ways can you make silence work for you in meetings?

“Bad meetings should never be accepted as an organizational norm.”

The Surprising Science of Meetings

Steven G. Rogelberg

Additional resources



Holding Meetings



How to Run a More Effective Meeting

