COORDINATE

Tips and tools for **meetings to ensure coordination**

When you want to coordinate activities, plans, or anything else involving multiple people, it's often best to bring everyone together. Here are ways to be smart about these meetings.

⚠ Essential Guidance

Carefully consider whom to invite.
With coordination meetings, it's crucial to have all the key players – and it's tempting to "play it safe" by opening the invite to large numbers. (One example is inviting multiple people from the same area.) Know that with too many, you risk excessive discussion and slower progress.

Identify the intended outcomes, and share those at the start.
When the aims of the coordination effort are spelled out, everyone proceeds with a shared understanding of what they're working toward.

Maintain an open meeting environment.
Effective coordination requires good communication and collaboration. If people hold back, problems are almost certain to surface later on.

☑ Additional Recommendations

Write down key outputs from the meeting, and share right after.
This includes decisions, agreed-upon next steps, time expectations, and who's responsible. If these key outputs aren't documented and circulated, questions and confusion will slow your progress.

Be alert to differing priorities.
Individuals or work areas can have conflicting priorities – which can lead to conflicts over what to include in the coordinated effort, which activities take precedence, who should lead on certain things, etc. Open dialogue and a set of agreed-upon intended outcomes are essential for working through these differences and keeping the coordination effort on track.

💼 Tools and Techniques

- Affinity Diagram
- Action Plan
- Gantt Chart
- Consensus Building

Go to sc.edu/excellence for step-by-step guidance on all these tools.

🕐 **TIMESAVER TOOLKIT FOR MEETINGS**

Use the **Meeting Time Calculator** to see how much time you spend in meetings – and how much time you could save.

ALL For ALL meetings

Know the why. Have a clear purpose for the meeting – or don't have the meeting.

Plan the flow. Create a concise agenda with time blocks for topics.

Get the group ready. Send the agenda and any pre-meeting materials in advance.