

## Tips and tools for meetings to share information

When there's a need to share information, meetings will get the job done – but there can be a more efficient way. See below to learn what to do when.

### ? Crucial Questions

#### Is a meeting even needed?

If the information can be shared by email, Teams, or another way, choose the faster method, especially if only a few people are involved.

#### Is the information likely to prompt questions and require discussion?

If yes, send it ahead and then have a focused meeting to provide answers and fuller explanation.

#### Is this a standing meeting?

If this is a meeting you routinely have with the same people, consider having fewer meetings with tighter agendas – because the hours spent in recurring meetings really add up over time.

### ! Essential Guidance

#### Have participants provide key progress updates, and send these out before the meeting.

People will be better prepared, and the meeting will likely move faster.

#### Prioritize essential information.

Keep it clear. Avoid overloading participants with unnecessary details, jargon, and complex terms.

#### Build in time for questions.

If the information is extensive or involved, you want to get questions so people fully understand.

#### Create a parking lot for new items that surface and require the input of other players.

This keeps the meeting on track and prevents anyone from making incorrect assumptions.

### ALL For ALL meetings

#### Involve the right people.

Invite those who are essential to the purpose of the session.

#### Plan the flow.

Create a concise agenda with time blocks for topics.

#### Stay on track.

If discussion strays, guide people back to the agenda.

#### Make it visible.

Use flipcharts, sticky notes, etc. to write and draw out key points.

Go to [sc.edu/excellence](https://sc.edu/excellence) for step-by-step guidance on all these tools.



Use the [Meeting Time Calculator](#) to see how much time you spend in meetings – and how much time you could save.

