

5 Ways to Beat Meeting Overload

zombie meetings gonna get you

 www.lynnecazaly.com

No time for your actual work because it's overloaded with meetings?

Here are 5 things to do from today on → → →

too much information?

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1. 'One in three'

**Cancel or decline
one in three
meetings you're
invited to. <gasp!>**

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2. Thin Slices

Whatever time is allocated to a meeting, slice it smaller if you're hosting – or attending.

2 hours → is now 1 hour or less.

1 hour → yeah, it's now 30 minutes or less.

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3. No agenda; No way

Check the meeting agenda for relevance and your role before accepting an invite.

No agenda? 'Maybe' or 'Decline' the meeting until there is.

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4. Async First


Seek, ask or offer other ways to contribute or collaborate that aren't about being there in real time*, now.

***This is Asynchronous work and communication. And it's very now ... very hot, or cool. Even though it's not, you know, actually now, in the now.**

*Read more in my book:
Sync Async: Making progress
easier in the changing world of work*

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5. See ya long time

Leave it longer between cycle meetings.


SHIFT weekly meetings to fortnightly, fortnightly to monthly, and monthly to quarterly.

Do other stuff asynchronously.

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