

Time Wasters at Meetings

- No purpose, agenda, or follow-up to the meeting
- Too few people or too many people at the meeting
- Key people or leadership missing from the meeting
- Starting late, ending late, or no time limits to the meeting
- People not interested, prepared, or willing to take active part in the meeting
- Redundant, rambling discussions that do not lead to decisions or solutions
- Hidden agendas introduced with side issues that dominate the meeting
- Too many interruptions at the meeting
- Participants don't know what is expected or what procedures to follow
- Agenda topics at the meeting not relevant to one's personal, professional, or work needs
- Short notice or lead time for meeting

