



# Strategies for Effective Operations & Organization

## How can we work smarter?

Efficiency is **doing things right** and

Effectiveness is **doing the right things**

# Meetings, meetings, meetings

## WHY

- Why is this meeting necessary?
- Why do I need this amount of time?
- Why are each of the attendees invited?

## AGENDA

- Define objectives for the meeting and share them
- Set an agenda (even if its two bullet points)
- Share the plan with participants

## CLEAR EXPECTATIONS

- Make sure everyone knows what's expected of them pre, peri and post meeting
- Have clear next steps (which might even be to meet again if there are unresolved issues)
- Articulate and agree upon next steps

## FOLLOW UP

- Send a recap and next steps