

# Twitter Thread by Teddy Mitrosilis



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**Most team meetings are a waste of time.**

**7 dead-simple tips to make yours good:**

Team meetings are a staple of work life.

At their best, they're highly valuable.

At their worst, they:

- Lack focus
- Lack structure
- Waste your time

I've run many good ones (and bad ones).

Here are 7 tips to help make them better:

1. Rotate ownership

The leader doesn't always need to lead.

Rotate who runs each team meeting.

The benefits:

- Keeps the meeting fresh
- Helps your team build skills
- Encourages new ideas + voices
- Drives engagement + ownership

My team meetings immediately improved.

## 2. Educate beforehand

Too much meeting time is spent educating.

That should be done in writing beforehand.

Require an email 24 hours prior that covers:

- Topic
- Context
- Why it's being discussed
- Desired outcome of discussion

This alone can cut meeting times in half.

## 3. Focus on outcomes, not time

Meeting agendas often focus on time.

- Discuss marketing budget (15 mins)
- Review new product (30 mins)

Instead, focus them on outcomes.

- Decide marketing budget
- Make decision on feature

When outcomes are achieved, end the meeting.

## 4. Batch agenda items

Different topics require different headspaces.

It can be helpful to batch items. Example:

- Start with "rapid fire" decisions
- These are items that are quickly resolved
- This creates quick positive momentum

Then switch to the deeper agenda items.

## 5. Mix tactical with development

Team meetings are a great for development.

My favorite idea:

- Dedicate 1 meeting / month to development

- Have a team member teach their best skill
- The team gets to learn new skills
- The teacher gets to share their strengths

Win-win.

## 6. Bring in guest speakers

Invite people from other orgs.

Give them 30 minutes to present.

The benefits:

- Keeps the meeting fresh
- Keeps your team informed
- Helps build key relationships
- Fosters further development

I'd do this at least 2x per quarter.

## 7. Experiment

Audit meetings at least 1x per quarter.

Then iterate on team feedback.

A few levers you can adjust:

- Cadence - try multiple, shorter session
- Duration - try different meeting lengths
- Format - try various styles

Don't settle. Continually optimize.

7 tips to make your team meetings better:

- Experiment
- Rotate ownership
- Batch agenda items
- Educate beforehand
- Spend time on development
- Invite people from other orgs
- Focus on outcomes, not time

That's it for now.

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— Teddy Mitrosilis (@TMitrosilis) [August 3, 2022](#)