



San Mateo County
Supervisor Tip Program

TIP OF THE WEEK

To Run Successful Meetings

Create a “visual” record of thoughts and proposals discussed in team meetings

To make team meetings productive and useful, someone needs to work an easel with poster paper and record the key ideas which surface and are discussed. The “visual memory” created will allow the group to track the quality of ideas and meeting progress. It will be in control and not the traditional minute taker.

In creating this group memory: misspelled words are not criticized (who cares); writing is legible; sheets are paged; completed pages are taped to walls for all to see; marking pens are wet and not dry; several colored pens are used; the easel is sturdy and easy to write on; and, before the meeting ends, an action plan for what was decided is agreed upon and recorded. If desired, someone can later type up the sheets for distribution to the group.

THOUGHT OF THE WEEK

**“It’s so much easier to suggest solutions when you don’t know too much about the problem.”
Malcolm Forbes**



HUGHES CONSULTING richardhughes@sbcglobal.net 32