

2020 Virtual KLC – Recorded Session

8. Effective Meetings & Time Management – Miranda & Saige



SKILLS AND TIPS THAT WILL HELP YOU BE “STRONGER TOMORROW”

We all wish we had more time – but the fact of the matter is, we have all the time we’re ever going to have. It’s not what we have, it’s how we use it!

3 Steps to Efficient Time Management

- Organizing
- Prioritizing
- Scheduling

5 Steps to Effective Time Management

- Plan
- Assess
- Organize
- Prioritize
- Schedule

3 P’s to Conducting Effective Meetings

- Proper
- Prior
- Planning

Efficient Morning Schedule

- How long does each task take you?
- Which tasks take priority over others
- Do you make your bed every morning?

Meeting Content Review

- Meeting agenda (printed & ahead of time)
- Meeting participation
- Adding Personal Touch
 - o Thought for the Day
 - o Energizers
 - o Door Prizes
 - o Personal Congratulations/Celebrations/Recognitions

Additional Tips & Tricks:

- Keep an appointment book/daily agenda
- Color coordinate your tasks
- The 2-minute rule!!
- Eat the Frog!!
- Prioritize your duties & note those items first in your daily agenda (in order)
- Keep weekly/monthly meetings on a pattered schedule (ex: second Tuesday of each month)
- Discuss large meeting agenda ahead of time with P & VP or with board members involved
- KAY HANDBOOK HELP
 - o Meeting Skills/Terms (1.8)
 - o Making the Most of Meetings (2.2-2.6)

Visit “Virtual KAY Club Meeting” video for a great example on how to effectively use time management and how to run an effective meeting.

