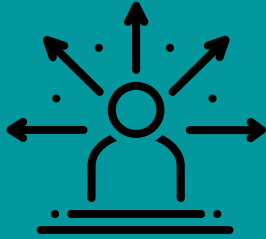
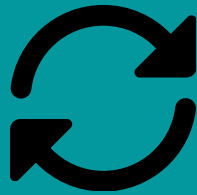


# Best Practices for Meetings



## Store decisions

Make a checklist describing all the decisions made during the meeting.



## Track progress

Get organized and save time by sending updates, reminders, and following up.



## Take breaks

End meetings 10 min early to prepare for the next one.



## Define objectives

Define your meeting objectives when setting up meetings.



## Create agenda

Share the agenda in advance to allow attendees to prepare.

