



# Top Tips

## for Holding Better Meetings

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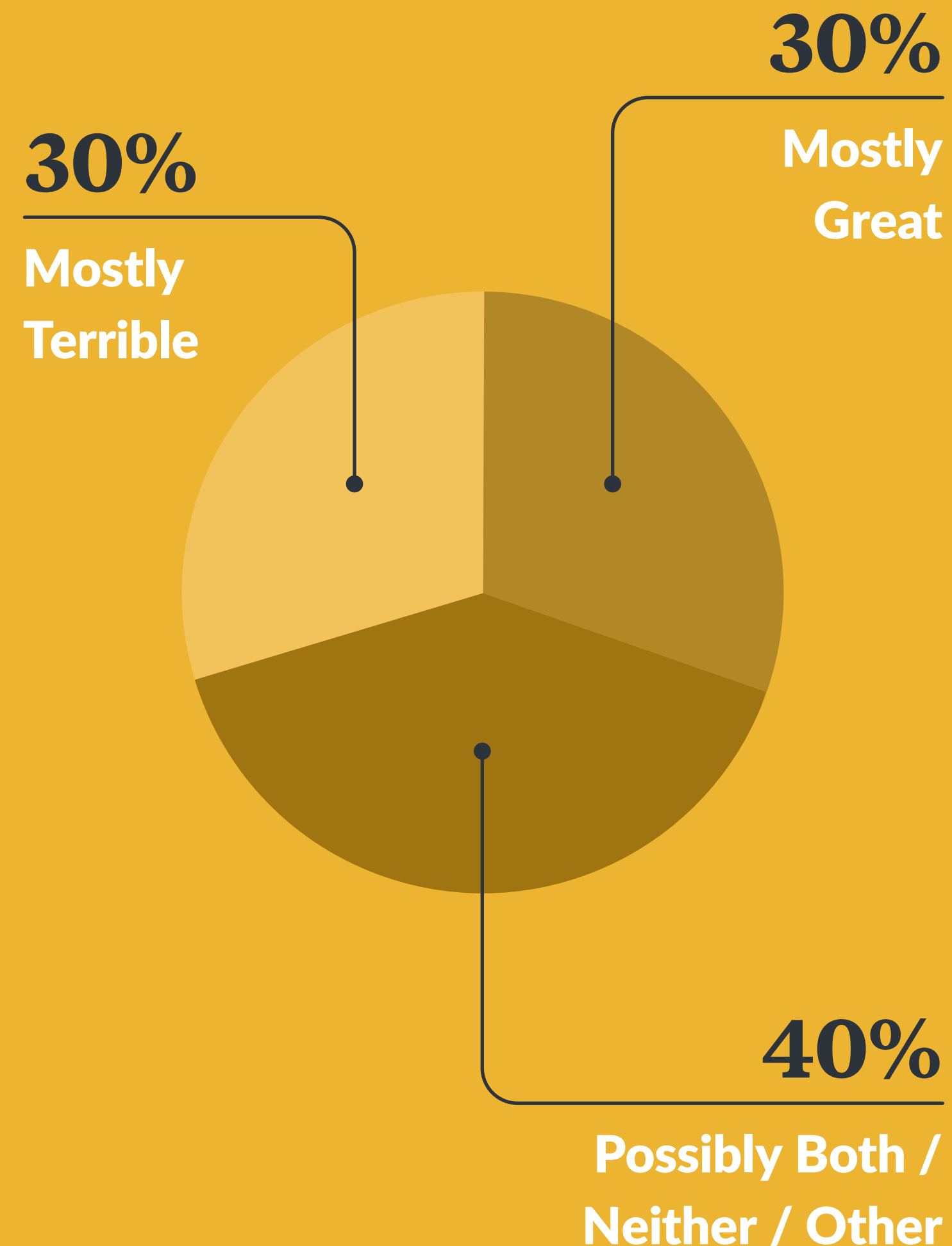
(A Helpful Guide by Slack)



# Meetings.

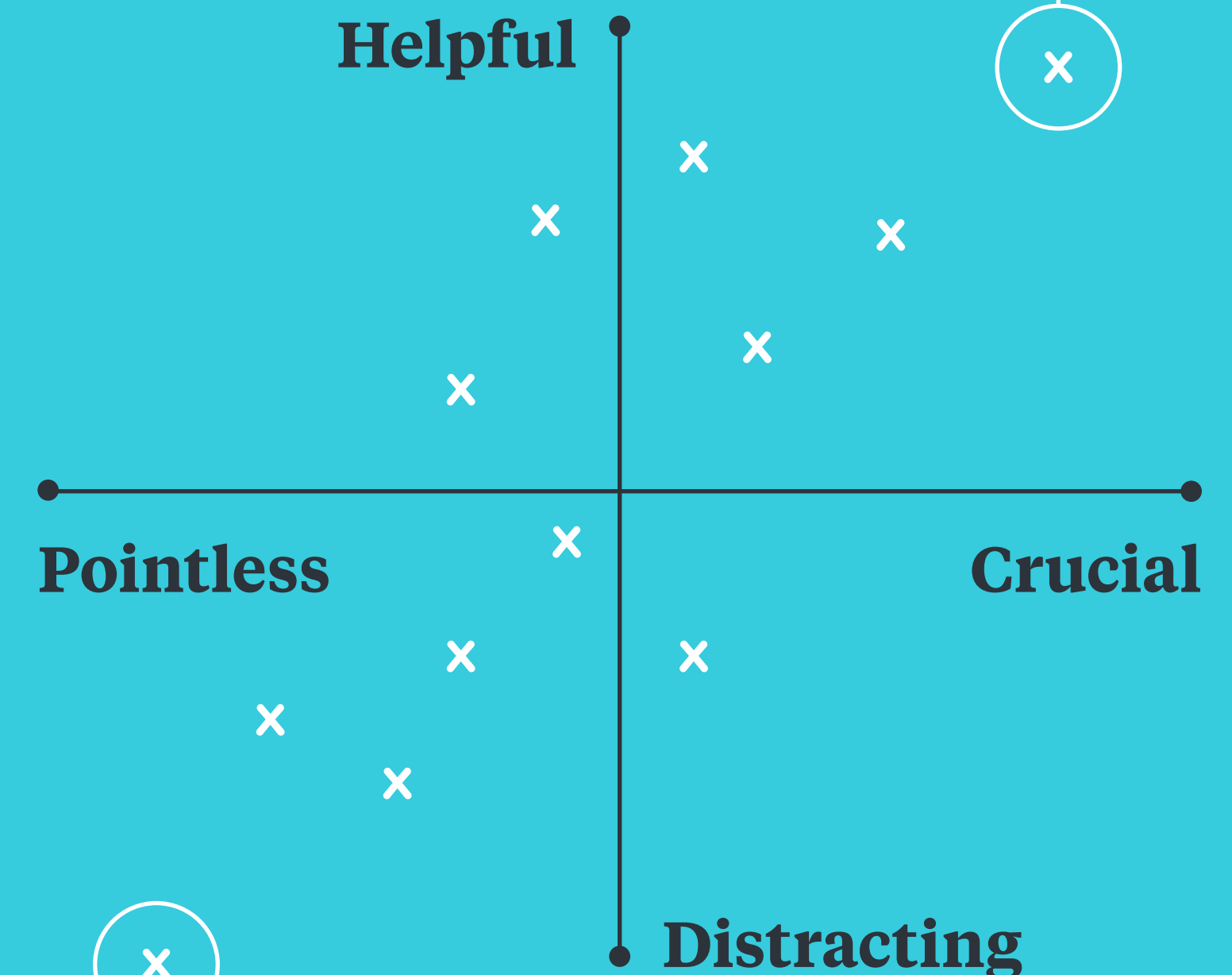
Their quality may be variable, but they're usually a vital part of daily work

## Quality of Meetings



## Efficiency of Meetings

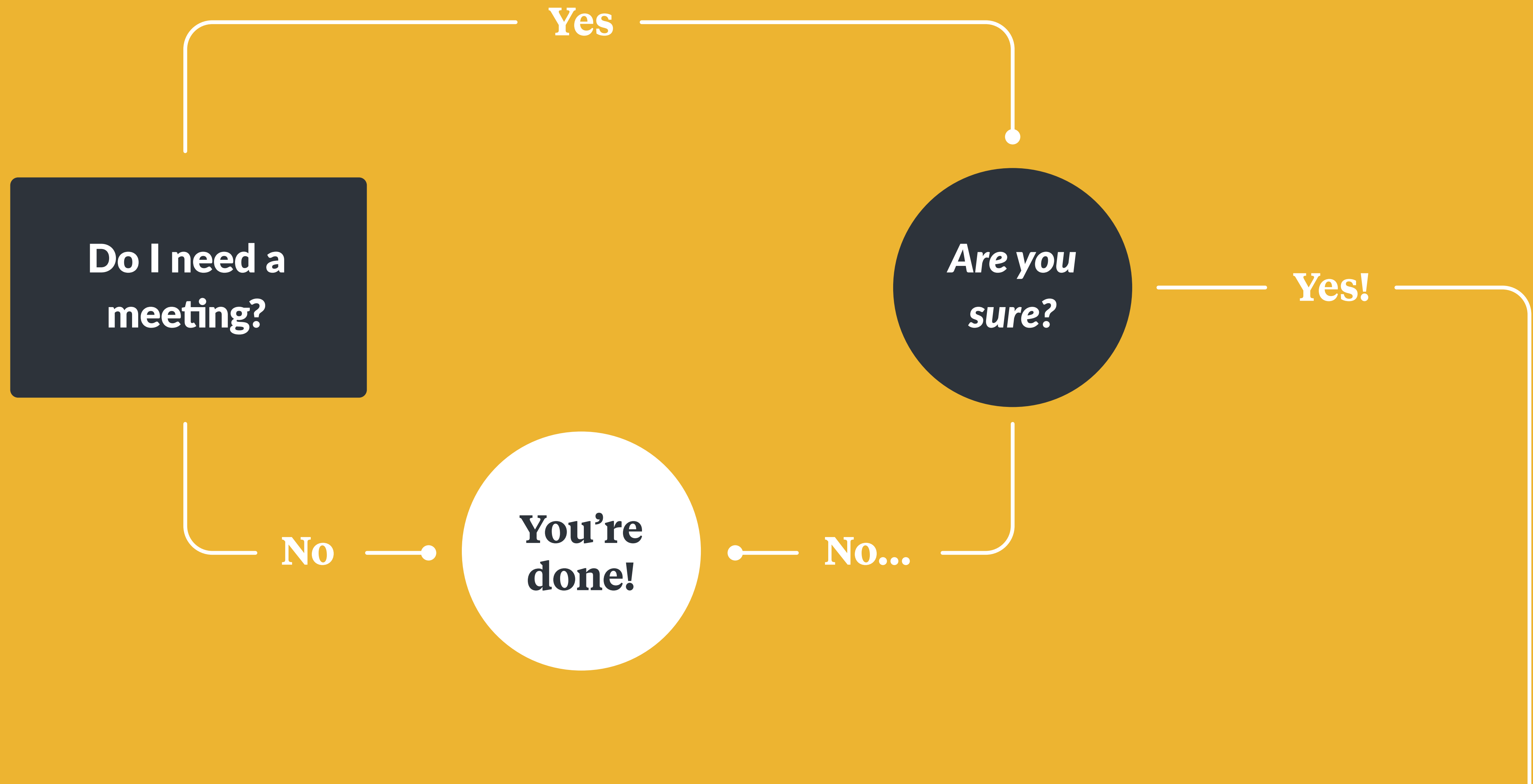
You want to be here.



This is bad.

Source: Personal experience (and countless studies from IDC, HBR, and Gartner)

# Better meetings begin with a simple question



# Can you hold this meeting in a Slack channel?

## This works well for:

- Standups
- Status updates
- Asynchronous feedback

## Tips

- Meet in public channels so that conversations are searchable later on
- Use */remind* to set recurring meetings
- Use threads to keep discussions organized
- Don't hold 6 person meetings in a 50 person channel

## Tips

- If you're in a noisy area, don't forget to hit mute when you're not speaking
- Remember to bring others into the conversation, even if they're not in the room with you
- If you don't need a full 30 minutes with your team, schedule for 10 (they'll thank you for it!)

**For a more focused and collaborative discussion, consider a video call.**

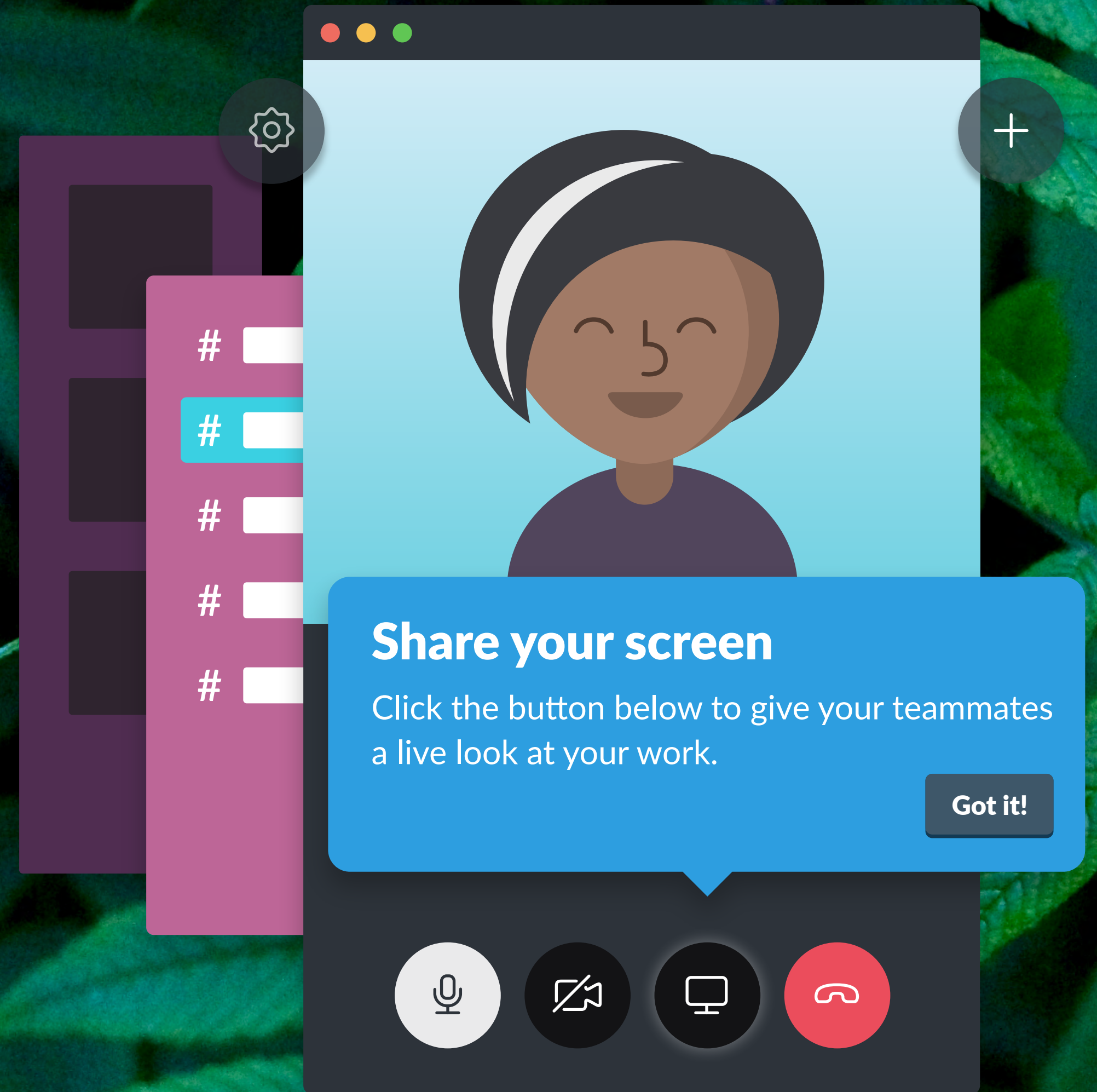
## Calls are perfect for:

- Brainstorming
- Project kickoffs
- Cross-functional reviews
- Personal meetings like one-on-ones



If a video call  
is the way to go  
**you can now  
share your screen  
directly from  
a Slack call.**

Uses include  
(but are not limited to)






Presenting an agenda up front,  
which can (sometimes) help  
set expectations

## Today's Agenda

- i. Introduction
- ii. Demo
- iii. Unexpected side tangent\*
- iv. Conclusion
- v. Next steps

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\* Optional



“So this is what  
you should see  
when you first  
log in...”

Welcome!

Your Name...

Email Address...

Log In

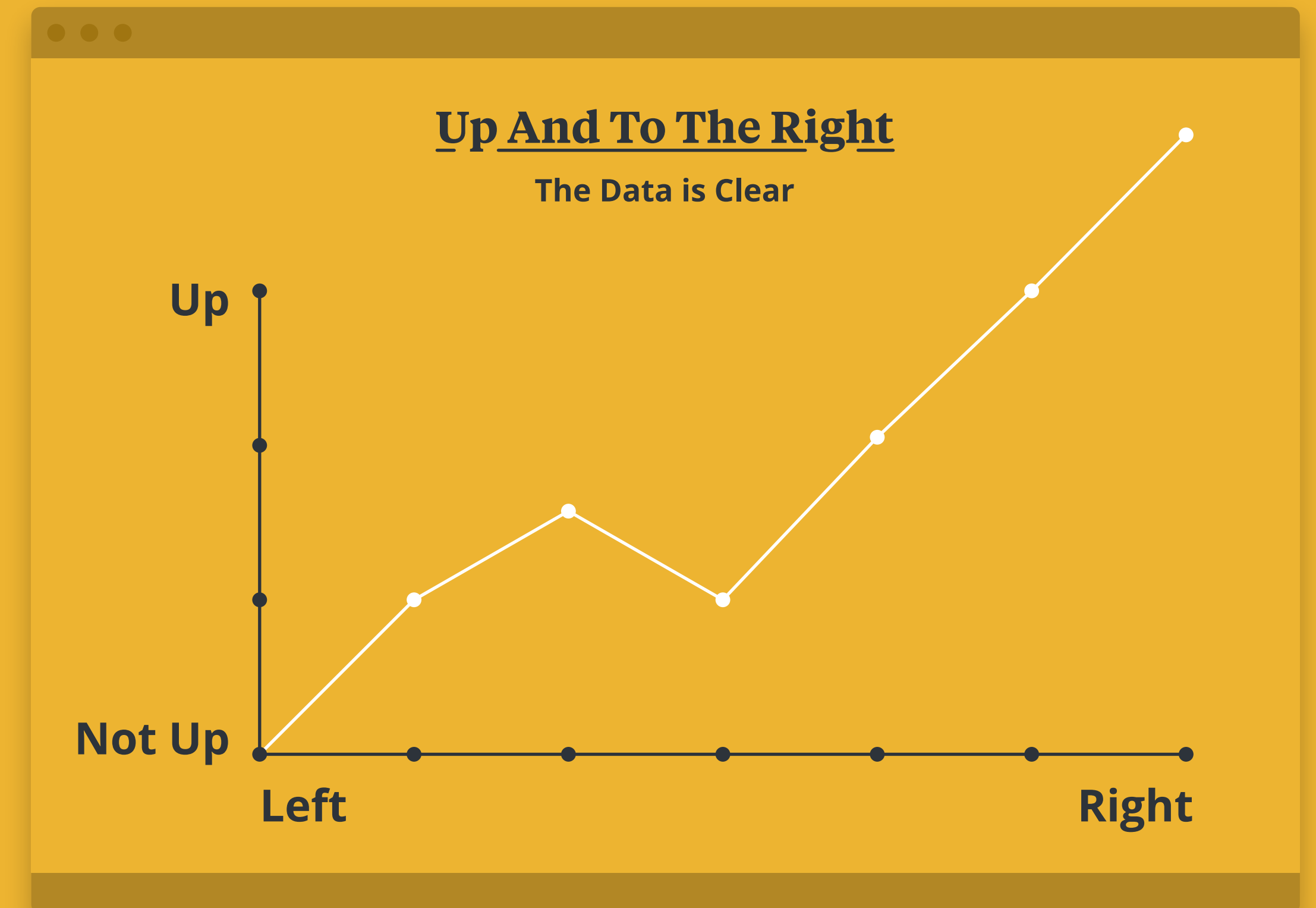


Tina is sharing...



Or if you need to demo  
something on your screen.

# Creative reviews go better when everyone is looking at the same thing



And numbers, figures, and  
graphs can speak volumes  
so you don't need to



## In Conclusion:

While we can't avoid meetings altogether, they can certainly be more pleasant. Some upfront planning on how to communicate with your team can make meetings more effective and even reduce unnecessary ones. Fewer meetings, better meetings, means more time to get things done.



## Bonus Tip:

People attending real-life meetings are sometimes disappointed when there are no snacks. People attending virtual meetings never are. Food (or lack of it) for thought.