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Brian Tracy

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Brian Tracy : Meetings That Get Results (The Brian Tracy Success Library) before purchasing it in order to gauge whether or not it would be worth my time, and all praised Meetings That Get Results (The Brian Tracy Success Library):

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duck trying to avoid the gorilla dust? Or worse yet have you actually running a meeting like this one? Then you need this little book; the latest addition to the Brian Tracy Success Library. Delving into this short read you'll find tips and tools that will insure that you have run your last boring and ineffective meeting: From the book: • Set a time limit for the meeting. If you say it will last two hours it will last two hours if you say it will last thirty minutes it will last thirty minutes. Funny how that works. • Send out an agenda. The more detailed the agenda the better the meeting will run. • Set goals: Decide what you want to get out of the meeting. • Decided who needs to attend the meeting and why. Be careful of associates in search of a meeting. • Check out the room. Always check out the room. You don't want to be having a business seminar next to a Guns and Roses concert. • Set up the seating. The best is the horseshoe shape, the worst is theater style Tracy covers both types of meetings from the large training sessions to the one on ones. He even describes how you should be sitting when having a one on one meeting; each of you at a corner of the table. How to get your point across; and how to listen. As always this is one of those Tracy books that you should keep around to refer to every time you are about to run a meeting either with a hundred people or with one person you will find valuable advice every time you open it.

Meetings don't have to be a waste of time. When managed right, they are a powerful tool for solving problems, making decisions, exchanging ideas—and getting results fast. Based on years of experience consulting for companies around the world, Brian Tracy has learned firsthand what works in meetings—and what doesn't. Now, in this pocket-sized guide, he reveals simple, proven ideas you can use to make meetings shorter, more effective, and more satisfying to everyone in attendance. Readers will find out how to: Structure different types of meetings: one-on-one or group, informational or problem-solving, internal or external Clearly define the purpose and the desired outcome Establish priorities Set an achievable agenda Prepare and participate Encourage open communication Keep discussions on track Avoid groupthink Press for closure Summarize discussion points and decisions Gain agreement on action steps, assign responsibility, and set deadlines Determine the ideal room layout Make effective presentations Maximize the return on time invested And more Meetings are management in action—superiors and subordinates alike will assess your performance. Meetings That Get Results will help you shine.

About the Author BRIAN TRACY is the Chairman and CEO of Brian Tracy International, a company specializing in the training and development of individuals and organizations. One of the top business speakers and authorities in the world today, he has consulted for more than 1,000 companies and addressed more than 5 million people in 5,000 talks and seminars throughout the United States and 72 countries worldwide. He has written 70 books and produced more than 800 audio and video learning programs on management, motivation, and personal success. Excerpt. copy; Reprinted by permission. All rights reserved. INTRODUCTION Meetings are an essential part of the life of every organization. As a manager, one-quarter or more of your career will be spent in group meetings. As much as 70 percent to 80 percent of your career is going to be spent face-to-face and one-on-one with other people as well as in groups. The more people there are in your workplace and the greater the complexity required for the performance of interrelated tasks, the more necessary it is for people to meet in groups to solve problems, make decisions, share information, and exchange views and opinions. My favorite expression is that "meetings are management in action." They are a major opportunity for you to display managerial competence (or lack thereof) as well as to develop your communication skills, to influence and persuade others, and to advance the goals of the organization. However, meetings are like advertising. It is estimated that 50 percent of the dollars spent on advertising are wasted, but nobody knows which 50 percent it is. It is also estimated that half of the time spent in meetings is wasted, but nobody knows how to eliminate the unnecessary half. Many meetings go on too long, are ineffective, are not results-oriented, or are vague and directionless. Nonetheless, they cannot be avoided. Meetings remain absolutely essential in the business environment and essential to your success. Influence Others In this book, you will learn how to manage and participate in meetings more effectively so that you get the maximum return on the time invested in meeting with other people. As a manager, the way you plan and conduct a meeting and the way you perform in a meeting are major factors in your career success. In a meeting, you are being observed by both your supervisors and your subordinates. Your superiors especially will be very alert to the quality and quantity of contribution you make in a meeting. If you handle yourself well in meetings, you'll be hallmarked as an up-and-coming leader. You can shine and be a star contributor, or you can bomb. It's up to you, but you cannot hide. If you are the leader, your subordinates will evaluate your credibility, competence, intelligence, and your general personality by the way you conduct meetings. Successful executives are those who know how to run meetings well and perform effectively in a meeting environment. Peter Drucker said that "meetings are the primary tool of management." Since a major part of your career will be spent in meetings, it is essential for your success that you learn how to get the very most out of meetings and how to ensure that the meetings in which you participate achieve the results desired. Save Time If you become excellent in participating in and conducting meetings, you can add as much as 40 percent of lost time back into your day for doing productive work and getting more results, which will help you move rapidly up the corporate ladder. But if you cannot function excellently in meetings, you cannot be successful in management. In this book, we

are going to talk about two main types of meetings. The first one, with which you are most familiar, is the group meeting where people come together for a variety of reasons. The second is the one-on-one meeting, where you meet with one or a small number of people to negotiate, interview, discipline, hire, fire, reward, delegate, or carry out other managerial activities. This book includes twenty-one key ideas derived from many years of study and research into the organization and coordination of effective meetings. When you begin incorporating these ideas, or even some of them, into your meeting management strategy, you will become so much more effective in meetings, and probably quite quickly, that you will not believe the difference.