

Boaz Rules for Conducting Powerful Meetings

- 1. Smaller Rather Than Larger Room** – It's better to have people packed into a smaller room than to have a few people in a large room.
- 2. No Empty Chairs** – It's much more productive to add chairs as people come late rather than leave chairs empty.
- 3. Good Lighting** – Having maximum lighting brightens up a room and makes it look more inviting. Open shades.
- 4. No Distractions** – Look and listen for any visual or audio distractions. Make sure there's nothing behind you that will distract or any ongoing noises. All phones are on the table. If one rings, have the person answer and tell everyone about the call or text.
- 5. Keep People Moving** – In addition to official breaks, keep people moving by having them stand up and greet each other several times during a longer program. Every 30 minutes is a good idea.
- 6. Be Interactive** – find ways to ask questions of attendees. "I'd like to ask everyone's opinion of my last point. Whether you agree or disagree. Especially if you disagree because I've been known to be wrong." Don't ask for volunteers. Start in different sides of the room to get comments.
- 7. Short Agendas** – only 3 or 4 items.
- 8. Set Times Limits** – state how long the meeting will be and run it like a TV show. 59 minutes means 59 minutes. Display a timer heading to zero. Get Presentation Clock (PClock) app. Get a second app that shows the cost, per minute, for everyone to be in the room.
- 9. Give People All the Rules** – let people know when the break will be and tell them they can go to the restroom or get some refreshments at any time.

Boaz Rauchwerger | Boaz@BoazPower.com | 619-723-3007
20600 Ventura Blvd., #2409, Woodland Hills, CA 91364

Boaz Rauchwerger was the closing keynote for the 2017 A Conference for Companies Running on EOS®



*These are good rules for general meetings. You're encouraged to follow the meeting principles of EOS® Level 10. Start on time, end on time, follow the specific agenda, with ample time for issue processing. If anyone leaves the meeting, you break until all leaders are present.