

Be respectful and kind

Treat everyone in the room with respect, even if you disagree with their viewpoint or ideas. One way to redirect your focus towards being respectful is to prioritize the organization rather than defending your own opinions and perspectives. Be willing to accept and tolerate tough conversations and conflicting views in the kindest way possible.

Attack the problem, not the speaker

It's okay to challenge your colleague's ideas and views as long as you do so in a respectful way. Reframe viewpoints and understand that you're working together to solve a problem or identify solutions. Remove blame and judgments from the equation so you can focus on better outcomes rather than past behaviors or mistakes.

Be prepared

Save yourself time during the meeting by preparing for it. If you receive a meeting agenda in advance take time to review it and understand if there are any steps you need to complete or research you need to do prior to the meeting. Those hosting a meeting may ask you to complete an exercise in advance or bring certain materials with you. No matter the scenario, make sure you are prepared and complete any requests from the organizer.

Be on time

Showing up on time (or better yet, a minute or two early) for meetings is professional, respectful, and courteous to everyone else attending the meeting. It can be challenging to start a meeting without all of the required participants, and your colleagues won't enjoy having to wait for you to get started.

If you are late to a meeting, try to avoid being loud and interrupting the meeting's progress. Simply apologize to the rest of the group and dive right into the meeting topics as soon as you get situated.

Dress appropriately

Dressing in business or casual attire is appropriate.

Listen and be respectful to participants

If you want to have meaningful discussions with your colleagues, it's important to actively listen and understand the shared information and viewpoints.

Don't be rude

There's no room for rudeness in meetings, and that includes engaging in side conversations, talking over others when they haven't finished sharing their thoughts, and responding with snide remarks and comments. Leave this behavior at the door to create a positive and comfortable environment for all meeting attendees to enjoy.

Put your phone away

If you have to bring your phone with you to a meeting, be sure to silence it.

Speak confidently and be concise

When it's your turn to speak during a meeting, be sure to speak loudly, clearly, and concisely so all meeting attendees can hear and understand you. Not only does this portray confidence, but it also helps you avoid repeating yourself multiple times to the group. If the room can hear and understand what you have to say with ease, it provides them a better opportunity to process your thoughts and respond accordingly.

Be aware of food and drink

In most situations, water and coffee are appropriate to bring to meetings.

Clean up after yourself

Leave every meeting room the same way you found it