



## Business Meetings – Tip #2

### How to Avoid Attending Meetings

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Why would I tell you how to **AVOID** attending a meeting when I make money teaching people how to get the most out of business meetings? Well, learning to say “no” to inappropriate, poorly planned or unnecessary meetings (if you can!) should be an important part of your “small business” meeting strategy.

So here are *5 secrets to avoiding those meetings*:

1. **Ask the meeting organizer to clarify the objective for the meeting.** Not only does this help you but it also encourages the meeting planner (with your help) to re-evaluate if a meeting is the best means of achieving this objective.
2. **Share your thoughts on the shortcomings of the planned meeting.** If your main objection to a planned meeting is that some aspects are missing or poorly planned, let the meeting planner know. When you do, be constructive.
3. **Question the need for your attendance.** This is actually where I start because I absolutely dislike clients or colleagues, summoning me to a meeting to provide information that I could have provided in a call or email.
4. **Try making your contribution via the telephone.** I sometimes do this when I think that the meeting might really have some merit and I want to contribute. I call the meeting leader before the meeting and share my thoughts on the topic. I then follow this with something in writing that they can share.
5. **Simply be unavailable.** Oh well, you knew this was coming, didn't you? (wink...wink) Sometimes, you *will* have other commitments which will *prevent* you from attending a meeting. When you do, please call and inform the meeting Chair. No, no! I'm not going to tell you what to say!

So there! I've shared my 5 secrets to avoiding meetings with you. But here's how to demonstrate that you know what you're doing [the next time you meet with a prospective client...](#)

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