

What did 1,600 people say **frustrated** them most about **meetings**?

About: We surveyed our subscribers and customers with 1 question ...
“What’s the worst thing about meetings?” Our subscribers are more than 100,000 leaders and professionals across all industries.

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The top 10 frustraters...

- 1 Allowing attendees to ramble and repeat the same comments and thoughts.
- 2 Doesn't start on time, stay on track, or finish on time.
- 3 No specific action steps or walk-away points.
- 4 No clear purpose or objective.
- 5 Not inspiring or motivating.
- 6 Not organized. No agenda.
- 7 Too long.
- 8 Repeating information for late arrivals.
- 9 Weak presenter (unprepared, monotone, overly redundant).
- 10 Boring. Nothing new or interesting.

Here's what you can do about it:

If you're running a meeting...

- Do your best to avoid doing or allowing the things that annoy people (review the list above).
- Respect your attendees' time and attention by preparing well, communicating clearly, and keeping the meeting on track.
- **Very Important:** Make the meeting about helping your attendees leave better as a result of investing their time with you and/ or the group. Be sure to use some of the time to inspire and encourage people. A helpful question to guide you: What do I hope people will think about and do in the days/ weeks/ months following the meeting?
- Never fill or kill time. It's not why we're here. We're here to [make good things happen for other people](#).
- When fitting, before the meeting, connect with a few of your more engaged people and encourage them to help you keep enthusiasm and attention high by modeling those behaviors themselves. (It's part of [Leading Simply](#).)
- If you have D-grunts on your team (disgruntled people who work to make things difficult), don't invite them if at all possible. Then, ask yourself why you're allowing them to be on your team at all. Life's too short to tolerate D-grunts.

If you're attending a meeting...

- Make the time valuable. **Allow yourself to get something from the meeting.** (There's almost always something of value when you look for it.)
- Be a grown-up.
- Be attentive, answer questions, and be a part of the discussion where you can.
- Participate in the same way you'd like people to participate if you were leading the meeting.
- Avoid the D-grunts (those disgruntled people). They don't make good things happen for people and likely won't help your career. (Really.)

Running or attending a meeting...

- Remember, perfection is tough. Give people the break you'd like to be given (it's one of the ways to [Love Your People](#)).

Connect. Inform. Learn. Inspire. (Enjoy!)

Upcoming meeting? Our no-fluff booklets, videos, and ready-to-go meeting packages can help you inspire your people to care more about their work and each other.

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or call **1-800-535-2773** for more ideas.