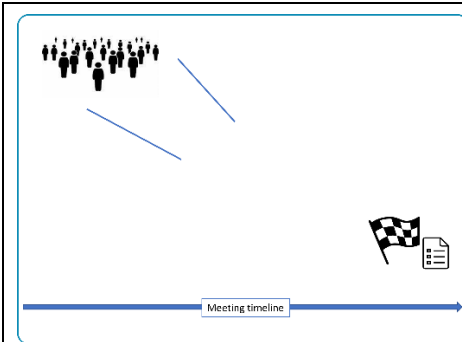
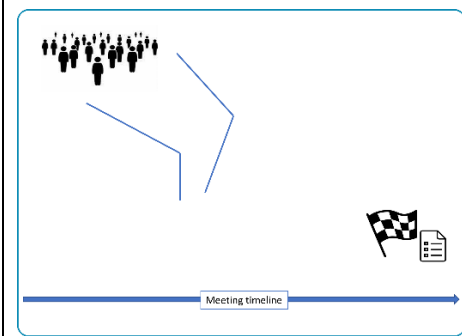


# HOW TO KEEP A MEETING ON TRACK



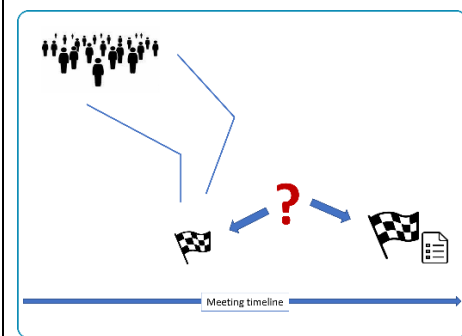
Start the meeting by defining the topic, purpose, and outcome.

Direct the attendees attention towards the output



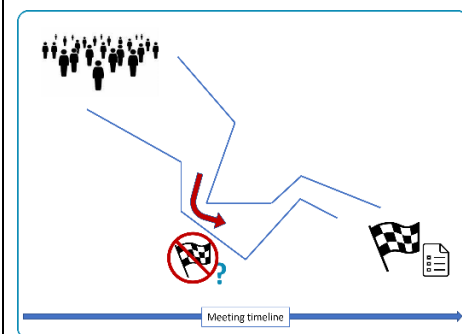
Track the conversation's progress towards the output.

Identify when the conversation isn't moving towards the topic, purpose, or output.



If it seems like the meeting is focusing on a new output you have two options

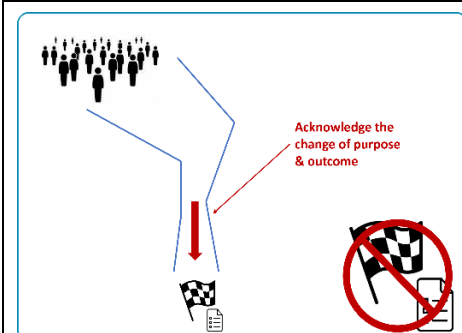
1. Redirect the meeting back to the original purpose and output
2. Change to the new purpose and output



## **Option 1:**

If you, or the attendees, agree to continue with the original purpose to produce the original output, refocus the conversation to those goals.

*(If it is still relevant, you may need to set up a new meeting to work on the additional purpose and output)*



## **Option 2:**

If you, or the attendees, decide to change the purpose and output, make it clear the change has happened. Manage the conversation to keep it focused on delivering the new output.

*(If it is still relevant, you may need to set up a new meeting to complete the original purpose and output)*