



Meetings That Get Results (The Brian Tracy Success Library)

Brian Tracy

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Meetings don't have to be a waste of time. When managed right, they are a powerful tool for solving problems, making decisions, exchanging ideas—and getting results fast.

Based on years of experience consulting for companies around the world, Brian Tracy has learned firsthand what works in meetings—and what doesn't. Now, in this pocket-sized guide, he reveals simple, proven ideas you can use to make meetings shorter, more effective, and more satisfying to everyone in attendance.

Readers will find out how to:

- Structure different types of meetings: one-on-one or group, informational or problem-solving, internal or external
- Clearly define the purpose and the desired outcome
- Establish priorities
- Set an achievable agenda
- Prepare and participate
- Encourage open communication
- Keep discussions on track
- Avoid groupthink
- Press for closure
- Summarize discussion points and decisions
- Gain agreement on action steps, assign responsibility, and set deadlines
- Determine the ideal room layout
- Make effective presentations
- Maximize the return on time invested
- And more

Meetings are management in action—superiors and subordinates alike will assess your performance. *Meetings That Get Results* will help you shine.

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