

# MEETING ETIQUETTE RULES TO FOLLOW IN 2023



## Be punctual

Show up to the meeting on time so that you're respectful of other people's time



## Give others the opportunity to speak

Be patient in waiting for your turn to speak and look for the right cues to contribute to the conversation.



## Come prepared

Send your agenda for in advance so that attendees can add to the agenda and prepare ahead of time.



## Follow the agenda

Stay on topic to make your discussion more productive and ultimately save time!



## Speak clearly

Speak loudly enough and clearly enough so that everyone can understand.



## Ask clarifying questions

Ask questions at the appropriate time when the question is relevant to what is being discussed.



## Actively listen and participate

Find a good balance between listening and participating in discussions. A good rule of thumb is to listen at least 2x as much as you speak.



## Be attentive to your body language

Try to avoid actions such as clicking your pen, fidgeting, rustling paper, checking your phone etc which can seem rude or disrespectful.



# Meeting Protocol Guide

**M Mosston**



## **Meeting Protocol Guide:**

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