

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

D Keegan



Meeting Protocol Guide:

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