

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 Lipman



Meeting Protocol Guide:

Meeting Protocol Guide Book Review: Unveiling the Power of Words

In a global driven by information and connectivity, the energy of words has be evident than ever. They have the capacity to inspire, provoke, and ignite change. Such may be the essence of the book **Meeting Protocol Guide**, a literary masterpiece that delves deep to the significance of words and their affect our lives. Published by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we shall explore the book is key themes, examine its writing style, and analyze its overall impact on readers.

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