

2019

I {heart} Meetings... (Don't Stop Believin')

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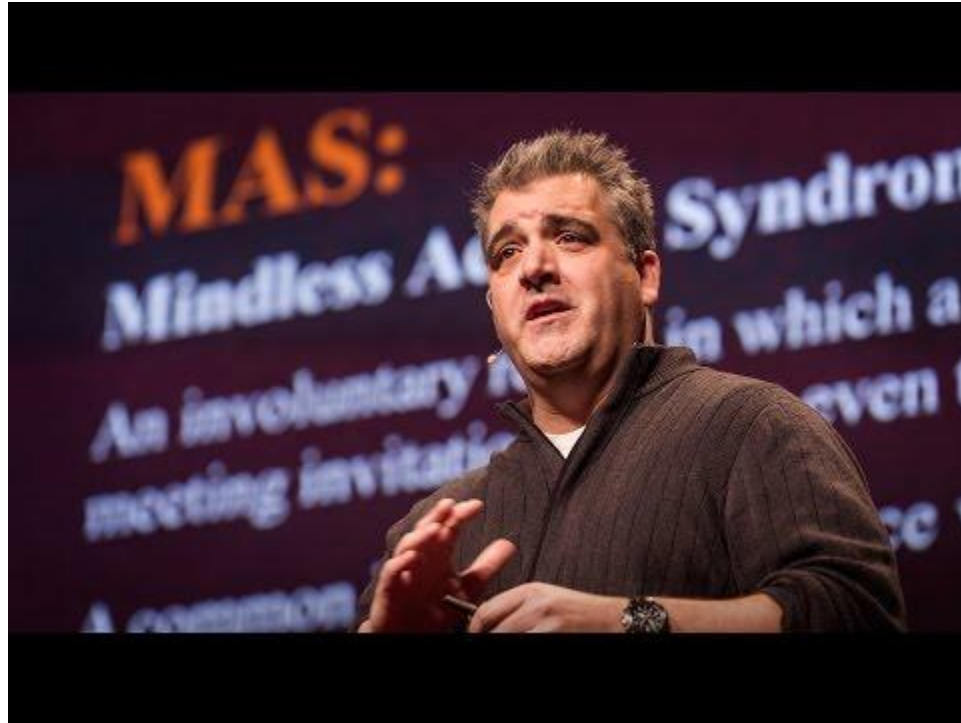
I {heart} meetings...



(Don't Stop Believin')

Ann Kardos, Metadata Librarian, UMass Amherst

What's the problem?



Why do we care?

We spend a lot of time in meetings!

Let's:

- Have a purpose
- Respect the needs and time of the individuals involved
- Create an agenda (Opportunities!)
- Model the behavior we want to see
- Have fun (maybe?)

What can we do about it?

What you get is what you
see

Ain't nothin' more to it



How do we fix it?

- **Invite only the people who need to be in the room**
 - Provide updates to those who don't
- **Plan and set up the space and/or virtual room**
 - Know how to use the technology needed
- **Start on time**
- **Use the prepared agenda**
 - Send in advance of the meeting
 - Solicit input
 - Provide action items

How do we fix it?

- **Validate input from others**
 - “I’d like to get feedback from others in the group”
- **Use a parking lot to stay focused**
 - Hold topics to address in the future
- **Share!!!**
 - Create ground rules
 - Rotate facilitation or minute-taking duties
 - Allow the “experts” to take the floor

What if it all goes wrong?



It's OK...

It might not be perfect! Pre-existing meetings might need some kind of reboot and this will take a while!



Some tips to help out

- **Find allies and ask for help** ([What about your friends?](#))
 - Plant if you need to :)
- **Take a mid-meeting break** ([Break on through to the other side](#))
- **Consider mixing up the format** ([Turn! Turn! Turn!](#))
 - Standing meetings, interactive exercises, etc.
- **Try to end meetings on a positive note** (Stay [Happy](#))
- **Learn to say NO**
 - You don't need to be [In the room where it happens](#)

We can {heart} meetings! We can make it!



Your new meeting playlist

Dolly Parton. “9 to 5.” *9 to 5 and Odd Jobs*, RCA Records, 1980.

Journey. “Don’t Stop Believin’.” *Escape*, Columbia, 1981.

Tom Petty and the Heartbreakers. “Learnin’ to Fly.” *Into the Great Wide Open*, MCA, 1991.

Aretha Franklin. “Respect.” *I Never Loved a Man the Way I Love You*, Atlantic, 1967.

Pet Shop Boys. “Opportunities (Let’s Make Lots of Money).” *Please*, EMI, 1986.

Your new meeting playlist

Rupaul. “Supermodel (You Better Work).” *Supermodel of the World*, Tommy Boy, 1992.

The Beach Boys. “Fun, Fun, Fun.” *Shut Down Volume 2*, Capitol, 1964.

Tina Turner. “What You Get is What You See.” *Break Every Rule*, Capitol, 1986.

Ozzy Osbourne. “Crazy Train.” *Blizzard of Ozz*, Epic, 1980.

Guns N’ Roses. “Patience.” *G N’ R Lies*, Geffen, 1988.

The Rolling Stones. “You Can’t Always Get What You Want.” *Let It Bleed*, Decca, 1969.

Your new meeting playlist

TLC. “What About Your Friends.” *Oooooooh... On the TLC Tip*, Arista, 1991.

The Doors. “Break On Through to the Other Side.” *The Doors*, Elektra, 1967.

The Byrds. “Turn! Turn! Turn! (To Everything There is a Season).” *Turn! Turn! Turn!*, Columbia, 1965.

Pharrell Williams. “Happy.” *Girl*, Columbia, 2014.

Hamilton Original Broadway Cast. “In the Room Where It Happens.” *Hamilton, An American Musical*, Atlantic, 2015.

David Bowie. “Heroes.” *Heroes*, RCA Records, 1977.

Resources

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