

# THANK GOD IT'S MONDAY!

Roxanne Emmerich



## TGIM WEEKLY AUDIO: We Have to Stop Meeting Like This

*\*Transcription*

*Thank God It's Monday!*<sup>TM</sup> We've all been there: the meeting that takes an hour to accomplish five minutes of work. Learn to effectively manage your meetings and avoid this. How do you do that?

Start by creating an actionable agenda, with a preset time allocated for each topic. Everything on that agenda must be actionable toward a completion. Instead of saying, "discuss hiring a marketing coordinator," you could say, "define the marketing coordinator's role, and define the plan to recruit."

Then, delegate the task of the timekeeper to a meeting attendee who will work to keep everyone on track and keep everyone to the agenda.

You are here to solve problems and move on to great opportunities. To do that, you must create effectiveness with your time.

Have a great Monday!

Roxanne

*Roxanne Emmerich's Thank God It's Monday! How to Create a Workplace You and Your Customers Love climbed to #1 on Amazon's bestseller list and made the New York Times and Wall Street Journal bestseller lists—all in the first week of its release. Roxanne is renowned for her ability to transform "ho-hum" workplaces into dynamic, results-oriented, "bring-it-on" cultures. If you are not currently receiving the Thank God It's Monday e-zine and weekly audios,*

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