Accountability - key to effective meetings

How often have you sat in meetings listening to excuse after excuse from people who didn't do what they said they'd do at the last meeting? Does it bug you too? It does me!

One of the items I use personally to counteract this frustration, is an action list which summarizes what was agreed to be done, by who and by when. This list, if kept and circulated to all in attendance immediately following the meeting, makes people more accountable for their actions and I- actions. **Two things will happen**: they will start doing more; or they will stop talking and over-committing. Either way you win!

Here is a sample form for your use:

Date Assigned	Description of action	From Whom	Due Date	Date Completed

This tool can be a most effective one, if used properly and publicly. Just as in the secret of success teams, group accountability can push us to 'actually' complete that to which we commit.

If the reason for the meeting is important and vital to the success, growth or other purposes of your organization or group -- don't you think the follow thru is just as important?

This is even more important in volunteer groups where people come together under a common banner with individual agendas and the challenge is to blend those agendas to the common good. Having done that, to follow through and actually accomplish what has been talked about.

Don't be afraid to hold people accountable and set a higher standard. They will respond or they will leave you to accomplish that which is important. Either way, you win!

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