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WORK HACKS

Standing Meetings



What is a Standing Meeting ?

Standing Meeting is a dynamic approach to traditional meetings where participants remain standing throughout. This format is intended to encourage efficiency, focus, and brevity. The term "standing" not only refers to the physical stance of the participants but also to the recurring nature of these meetings. They are a staple in agile work environments and are especially popular for daily team huddles or quick status updates.

Who should try Standing Meeting ?

Standing Meeting, can be a game-changer if you:

- Seek to reduce meeting durations and increase productivity.
- Want to encourage more engagement and active participation.
- Need to facilitate daily or regular quick check-ins with your team.
- Aim to keep the team focused on specific, actionable objectives.
- Prefer a more dynamic and less formal meeting structure.
- Are looking to break the monotony of traditional seated meetings.



How does Standing Meeting work?

Here's how to effectively conduct a **Standing Meeting**:

- **Brief Duration:** Limit meetings to 15-30 minutes to maintain energy and focus.
- **Clear Agenda:** Set a specific, concise agenda and stick to it.
- **Regular Schedule:** Hold these meetings at a regular time and frequency.
- **Active Participation:** Encourage everyone to contribute and stay engaged.
- **Prompt Start and End:** Begin and end on time to respect everyone's schedule.
- **Focus on Key Points:** Concentrate on essential updates, tasks, or decisions.
- **Follow-up Actions:** Ensure clear action items or takeaways are established.

What makes Standing Meeting effective ?

Standing Meeting has numerous benefits:



- **Encourage Efficiency:** The discomfort of standing helps to keep meetings short and to the point.
- **Boost Engagement:** Standing can make participants more alert and engaged.
- **Enhance Collaboration:** Facilitate quick decision-making and problem-solving.
- **Improve Communication:** Regular meetings ensure consistent and clear communication.
- **Save Time:** Less time in meetings means more time for actual work.

Quick tips for Standing Meetings

- **Stay on Topic:** Avoid going off on tangents to keep the meeting brief.
- **Rotate the Lead:** Have different team members lead the meeting for variety.
- **Physical Comfort:** Be mindful of the physical comfort of all participants.
- **Visual Aids:** Use whiteboards or screens for key points, if needed.



- Post-Meeting Notes: Share a brief summary or action items after the meeting.

By incorporating standing meetings into your routine, you can create a more dynamic, efficient, and collaborative work environment, making the most of everyone's time and energy.



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