

Meetings – start on time

- ★ Consider starting the meeting at an unusual time like 10.15 or 3.20
- ★ Remind everyone about the prompt start time on the invitation
- ★ Remind the likely offenders about the prompt start time the day before, by phone or e-mail. Check that they are OK for that start time.
- ★ Ask why they are late in front of everyone, and suggest remedies for next time
- ★ Ask them afterwards why they are always late and ask how you can help
- ★ Shut the door once the meeting has started
- ★ Consider locking or bolting the door, with a sign saying “Please do not disturb, meeting in progress until 3pm.”
- ★ Remove any spare chairs so latecomers have to go to another room to find a chair
- ★ Spread everyone equally around the table so there are no gaps
- ★ Make key decisions / actions against them / cover the areas that they are most interested in before they arrive
- ★ Refuse to go back to areas already covered – “The information will be in the minutes”
- ★ Bribery – have biscuits 10 minutes before the meeting is due to start
- ★ Have a “cost of the meeting clock” ticking up the cost of each minute – number of people times their opportunity cost / charge-out rate
- ★ All leave, on the grounds that the person appears not to be coming, leaving a note saying that we’ve assumed that they are not coming and the meeting will be rescheduled
- ★ Always remember that someone who turns up late more than once either needs help or believes that their time is more important than the time of *everyone else at the meeting put together* – unacceptable!

