



19 August, 2014

The Thin Line Between Good and Bad Meeting Etiquette

Have you ever paid attention to your coworkers and managers during a meeting? If you have, you will certainly agree that there are some of them that fall into embarrassing themselves by wrong and unprofessional meeting behavior.

 Tweet

1

 Like

Share

1

 +1

0

 Share

3

 Share

1

...n't realize that their behavior during a meeting can help as well as hurt their careers. Why? Because there are key moments when your colleagues are closely watching and evaluating you. Such as: When giving presentations, leading projects, dealing with conflicts, and yes, also when in meetings. So if you want to climb the career ladder, become an expert in how to handle yourself during meetings.

If you wish to help your career instead of hurting it, follow these Do's and Don'ts during meetings:

DO:

- Review the meeting agenda and be sure you understand the objectives/goals of the meeting.
- Prepare for the discussion, by conducting any necessary research.
- Show up on time or, better yet, a few minutes early.
- Say hello to other attendees and introduce yourself to anyone you don't know.
- Participate in the meeting and pay attention to what's happening.
- Think before you speak – and make sure that what you say is relevant to the topic being discussed.
- Solicit comments and opinions of quiet attendees by asking them for their thoughts.
- Take responsibility for completing (on time) any action items you're assigned.

DON'T:

- Show up late and then disrupt the meeting with your arrival.
- Interrupt others when they are talking.
- Speak just to hear yourself talk.
- Check emails or voicemails during the meeting.
- Use your computer, unless you are taking meeting notes.
- Lose your temper, yell, or throw things.
- Put down other people's ideas.
- Use any non-verbal communication to show your displeasure with what others are saying, such as crossing your arms across your chest and rolling your eyes or sighing heavily.

Remember the choice is yours. Either earn respect and gain opportunities, or lose respect and lose opportunities. Choose wisely.

Complete article: [How to Make Yourself Look Impressive During Meetings](#)

By [Lisa Quast](#)

Image by [JustVON](#)

