

How To Make Yourself Look Impressive During Meetings

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Author
Lisa Quast

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I once had a new boss with horrific meeting behavior. If he disagreed with what you said he would walk over to where you were sitting, lean down close to your face, and then start yelling. He would show up late to his own meetings, interrupt others in mid-sentence, and his anger often boiled over into temper tantrums – even to the extent of throwing things during meetings.

We've all seen this happen before – bad meeting etiquette (although maybe not to the extent of this one boss I described). Take a look around during the next meeting you attend and you'll most likely see coworkers or managers who embarrass themselves by their unprofessional behavior.

What many people don't realize is that how they act during meetings can help (or hurt) their career. There are certain times at work where employees are scrutinized for their behavior: When giving presentations, when leading projects, when dealing with conflicts, and you guessed it... when in meetings. So if you want to climb the career ladder, become an expert in how to handle yourself during meetings.

Follow these Do's and Don'ts to earn respect 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.

DONT:

- 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.

Bottom Line: How you behave during meetings can have a positive or negative impact on your career – the choice is yours to either earn respect and gain opportunities, or lose respect and lose opportunities. Choose wisely.

~ Lisa Quast, author of award-winning book, [YOUR CAREER, YOUR WAY!](#) Join me on Twitter @careerwomaninc

