

CINDY TONKIN

SMART MEETING



How Much Time
Are You Wasting In Meetings?
Play Meeting Bingo
And Find Out

Visit consultantsconsultant.com.au/bingo-so-what for an explanation.



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SMART MEETING **BINGO**

Which of these happen in your meetings?

1. Someone gets angry	2. We don't have the equipment or information we need	3. Someone asks irrelevant questions	4. Individuals have no outcomes in mind for the meeting	5. There was no meeting before the meeting
6. No one notes the actions	7. Someone didn't do the pre-reading	8. Someone didn't come prepared	9. Meeting goes off on a tangent	10. Small talk lasts too long
11. Nothing is decided	12. Some discussions don't concern 80% of the attendees	13. A request made in a previous meeting is re-requested	14. Someone arrives late to the meeting	15. Someone leaves the meeting early
16. Someone leaves meeting to take a call	17. Someone says no to a strategically important action	18. We document minutes (not actions or decisions)	19. Someone is actively hostile	20. Someone doesn't know why they're at this meeting
21. There is no clear chair person	22. The meeting is not controlled	23. The discussion repeats what we know	24. Someone says "Sorry can you say that again"	25. Someone composes unrelated email, texts or IMS during meeting
26. The meeting is scheduled for exactly one hour	27. The meeting scheduled as a recurring "Update"	28. The meeting doesn't end when it's over	29. There is no agenda	30. Someone says yes to something they should have said no to

SMART MEETING **BINGO**

How many boxes did you tick?

How many hours do you personally spend each week in meetings?

How many people in your team?

Which of things these would you do with any extra time you could get back?

- | | |
|--|--|
| <input type="checkbox"/> go home earlier | <input type="checkbox"/> mentor a high-potential |
| <input type="checkbox"/> go to the gym | <input type="checkbox"/> do some important not urgent tasks |
| <input type="checkbox"/> actually take lunch | <input type="checkbox"/> increase cross-training in the team |
| <input type="checkbox"/> spend time thinking strategically | <input type="checkbox"/> something else |
| <input type="checkbox"/> get the team functioning better | |

Looking forward to finding out how much smarter faster and nicer your meetings could be? Visit consultantsconsultant.com.au/bingo-so-what to interpret your results.



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SMART MEETING **BINGO**

ABOUT THE AUTHOR, CINDY TONKIN

I am Cindy Tonkin.

I am a coach, facilitator and trainer. They call me the consultants' consultant. Specifically I work with data science consultants. I help them work smarter, faster, and "nicer".

My consultancy career began in 1986 at Accenture. More than 100 companies have used my services since I founded my own consultancy in 1992. In this century 100% of my work has been repeat or referral work. So my clients like what I do! I've written 18 books on consulting and related fields.

Having worked with consulting teams at Commonwealth Bank, National Australia Bank, KPMG, Suncorp and Telstra and many others I've seen a lot of great practices. And many not so great too.

My clients face three big problems:

- Trying to do more with less
- Working with hard-to-manage geniuses
- Keeping their stakeholders (and their boss) happy

If you too have these problems then we should talk. Together we can make things work FAST. Let's:

- F**ind and measure opportunities to improve, then put
- A**ttention on what matters strategically, so we can add in
- S**marter work habits and
- T**rack and test that what we're doing makes a difference.

As a young consultant I worked with a productivity consultancy. We would regularly save our clients 30% on their salary bill in 12 weeks.



We worked uniquely on a return on investment basis (spend a million, get two million back). It was challenging and varied and I learnt lots. But I eventually left because I felt that I wasn't treating my clients properly.

I went on a quest to discover:

- What helps clients adapt to change more easily?
- What makes hard decisions easier?
- What helps us do the important stuff and walk with confidence into a difficult change period?

Fast forward 20 years, I now help other consultants with brilliant technical skills do exactly those things.

If you'd like a smarter, faster, nicer team, let's speak by phone. I only work with 3 organisations at a time, so **make a time to speak to me for 10 minutes now here:** cindytonkin.com/chat

There's so much more your team could be doing. If you feel bogged down, take a breath. Then talk to me.

We can make your days feel lighter and smoother. The team will hum, your boss will smile, and your stakeholders will ask you what you've done to suddenly make things work so well!

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