

Objective meetings:

Turn talk and discussions into actions and outcomes that will stick.

Professionally acknowledging, recognising, discussing and informing on issues , opportunities and challenges – a tool to effect permanent solutions and change.

Management By Objectives

- State the objective
- Who is responsible?
- Due date
- Not a to do list
- Not minutes of meetings
- Objectives brought to the meeting
- Discussion
- Value add and support by leader
- Your chance to add objectives

Helps to identify:

- The wins
- Talkers who don't do
- Time wasters
- Direct reports in the wrong job
- Disorganisation
- Problems early (management, process, people)
- Going in the wrong direction

Why:

- Keeps a record of what's going on and agreed actions
- Keeps all on track
- Is efficient
- Adds structure and rigour
- Clear follow up
- Issues are not forgotten, don't fall off
- Ensures agreed accountability
- A safe place to be candid

- Fly by the seat of your pants
- Make it up as you go along
- ‘I call them when I need to’
- ‘We talk all the time’
- ‘Our desks/offices are next to each other’



**All will
let you
down**

Tips and things you must do:

- Must have rhythm
- 1 hour max
- Write up objectives as you go
- You or your EA write the objective and agree the who and when (almost always the direct report, although delegation is appropriate and normal)
- Admin support team can and should be utilized if appropriate
- ASAP- a 'no, no'
- Ongoing – allowed but not ideal