



# Meeting Pearls



## Jeff Bezos, Founder and Exec chairman of Amazon and Blue Origin

Use small, efficient teams that enhance communication and decision-making. Use the Two-Pizza Rule: If a team can't be fed with two pizzas, it's too large.



## Tim Ferriss – Author of The 4-Hour Workweek

Avoid large meetings and ensure that only essential participants are present based on the Pareto principle, also known as the 80/20 rule: 80% of consequences come from 20% of causes. The principle is named after Italian economist Vilfredo Pareto, who observed that approximately 80% of Italy's land was owned by 20% of the population. The Pareto principle highlights that the relationship between inputs (causes) and outputs (consequences) is not balanced. In many scenarios, a small portion of causes leads to a significant impact.



## Sheryl Sandberg, COO Facebook

Set clear meeting goals by starting with a concise agenda and stick to it. Adjourn the meeting once everything is addressed, regardless of the duration.



## Steve Jobs, late co-founder of Apple

Small, cross-functional teams are powerful. Hold fewer meetings and have more face-to-face interactions. Conduct meetings on walks which stimulates creativity and cuts unneeded formalities.



## Warren Buffett, renowned investor and CEO of Berkshire Hathaway

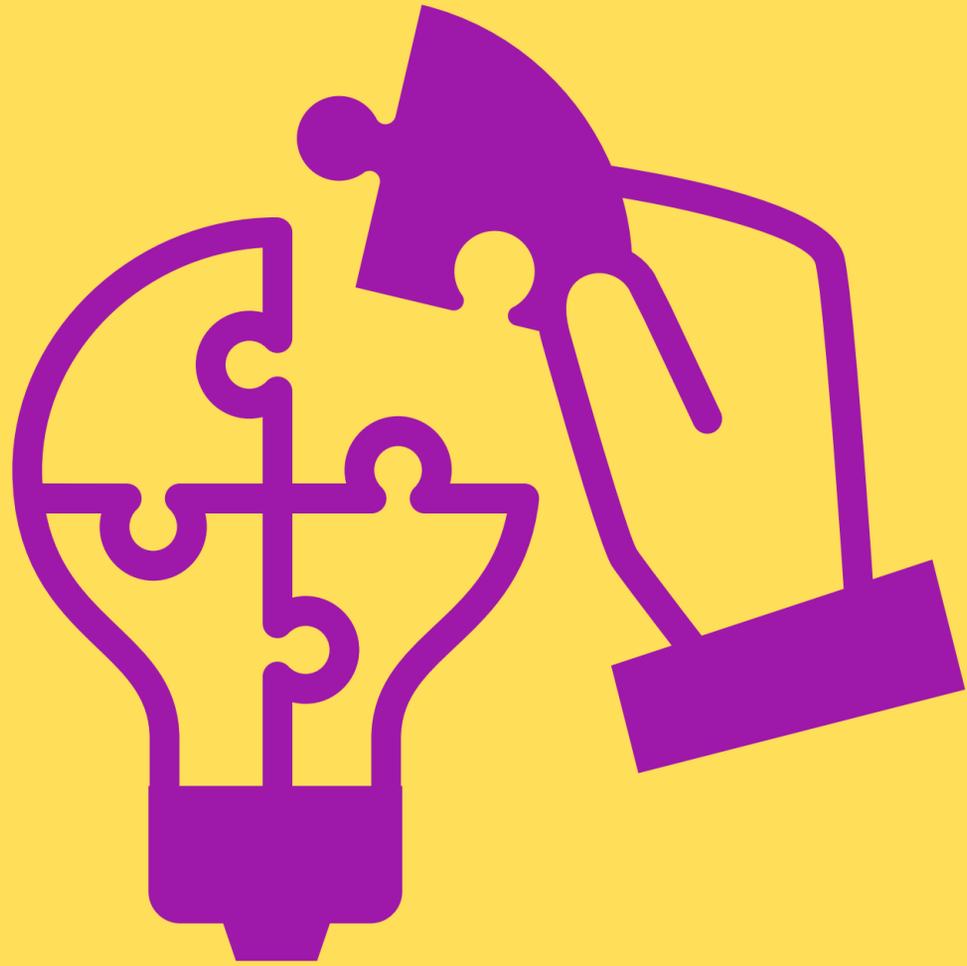
Avoid unnecessary meetings – first evaluate the opportunity cost of each meeting hour. Be selective about attendance.



## Richard Branson, co-founder of Virgin Group

Stand up rule: Avoid chairs and have stand-up meetings to keep them short and energetic.

# and more...



## Provide access to whiteboards...

Visually capture ideas, outline goals, clarify concepts during meetings.



## Create a "Parking Lot"...

Note extraneous ideas on a side whiteboard to discuss later while the main meeting stays on topic.



## Tech-free meetings...

Establish device/laptop-free meetings for full engagement and eye contact.



## No PowerPoint presentations...

Not using presentations forces people to actively listen and make eye contact with the presenter and also trains the presenter in the art of effective story telling which people remember and retain more than a PowerPoint presentation.



## Begin and end on time...

Starting late encourages lateness; ending late causes frustration.



## Send out pre-reads...

Distribute relevant material beforehand for informed discussions.



## Add an empty chair...

The empty chair at meetings symbolizes an absent or hypothetical participant. It serves as a reminder to consider perspectives beyond those physically present. Imagine the vacant seat representing a customer, a stakeholder, or an unrepresented viewpoint. By acknowledging the empty chair, we encourage empathy, inclusivity, and holistic decision-making