

#BEPRESENT

What's Your Meeting Quotient?



In today's fast-paced business world,
the concept of 'being present' takes on a profound
significance. It's not just about showing up in-person
or on-camera, but about truly engaging, listening
actively and participating thoughtfully – a key
quality expected by leaders and participants
alike, as it helps drive success, collaboration
and innovation.

This is **Meeting Guru**.
A meeting legend - who
knows the in and out of
meetings. Follow him as he
highlights characters and
scenarios he's encountered
over the years and then ask
you questions that will make
you reflect on your own
meeting strategies.



I estimate that I have attended, led, participated in or been held hostage to at least 1000 business meetings in my career. The effectiveness of meetings has everything to do with who leads and attends them. I'm going to take you through the types of people primarily found during meetings. You have either seen them or been them. Let's dive in!



**Make your Now
the primary
focus**

Meet **The Juggler!**
Always on the go, bouncing
between innovative ideas and
multiple tasks, but often misses
preparing for important
meetings due to his
preoccupation.





Alert!
Meeting
Alert!

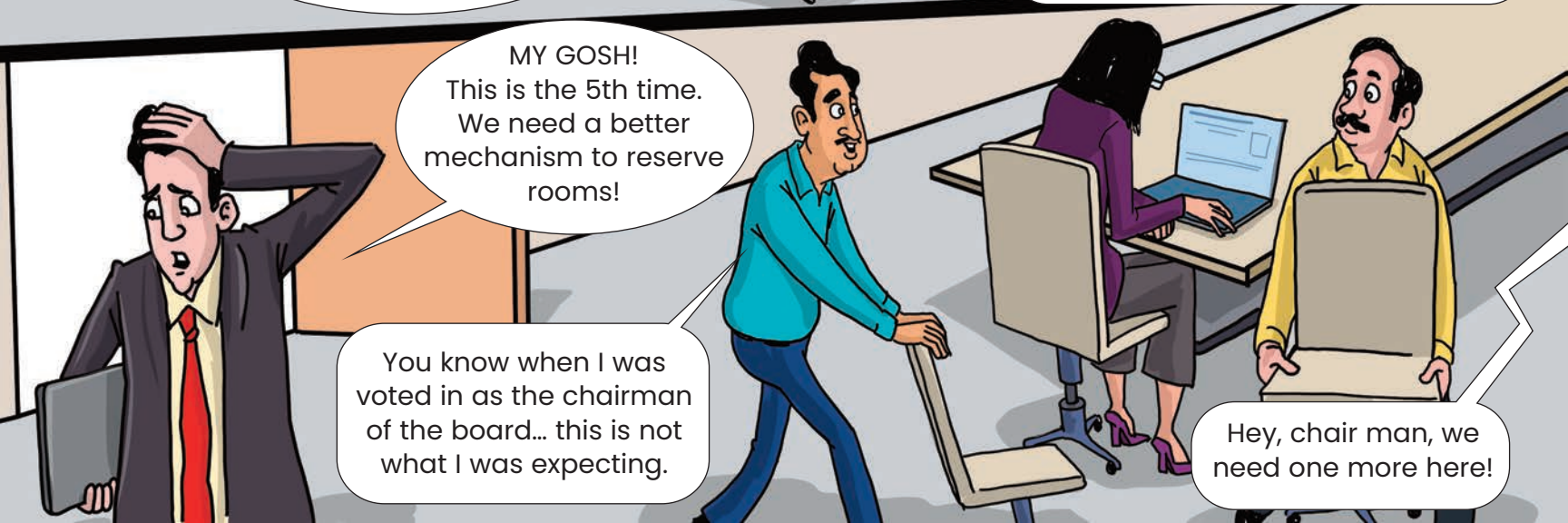
MEETING ROOM

MEETING SCHEDULE														
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30



WHY are we not using the board room, and why are we still setting the place up? The meeting is in 5 minutes!

Sir, we did check but there was some last minute confusion. The boardroom is taken for the Monsoon Magic event and the conference room is being used for orientation for the new interns!



MY GOSH!
This is the 5th time.
We need a better
mechanism to reserve
rooms!

You know when I was voted in as the chairman of the board... this is not what I was expecting.

Hey, chair man, we need one more here!

Amidst the many small and big tasks you handle, your 'presence' in a meeting is defining! For the next big idea, the most important meeting is the one happening now.




Are you paying
logical attention to
scheduling & preparing for
your meetings?

**Wherever you
are, be all there**

Meet
The Spotlight Hogger!
Dominates discussions and
always has something
to say.







Meet
The Silent Whisperer!
Observant, always listening,
seldom heard.



In the quest for meeting equity, being present isn't just about physically occupying space, but actively engaging, listening, and valuing every voice in the room.



Are you ensuring every
logical voice and solution is
listened to?

**Make your
presence worth
remembering**

You never miss
The Visionary!

A persuasive and dynamic personality, she knows
that making a great first impression is key to
fostering collaboration in any meeting.



Another meeting.
I wonder how long this
one will drag on.



Sorry, what were
you saying? I got a
notification.



Good afternoon, everyone!
I hope you're all doing well today.



Oh, hi Grace! You're
looking sharp today.



Yes, indeed. It's always a
pleasure to see you.





Thank you, Mark and Sarah. Let's dive right into the agenda. I'll start by summarizing our key objectives for today.



That's a great point, Grace. I hadn't thought of it that way before.



I agree. Your insights are always valuable.



STOP VIDEO

MUTE

REACTIONS

END

PARTICIPANTS

SECURITY

CHAT

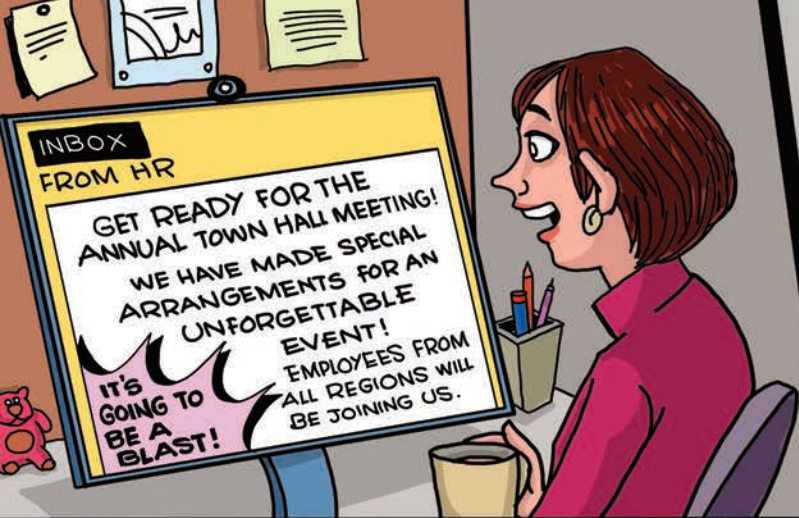
RECORD

Being 'present' is a reflection of the image you build for yourself, your reputation. It is about being able to foster genuine collaboration and connection beyond the surface.



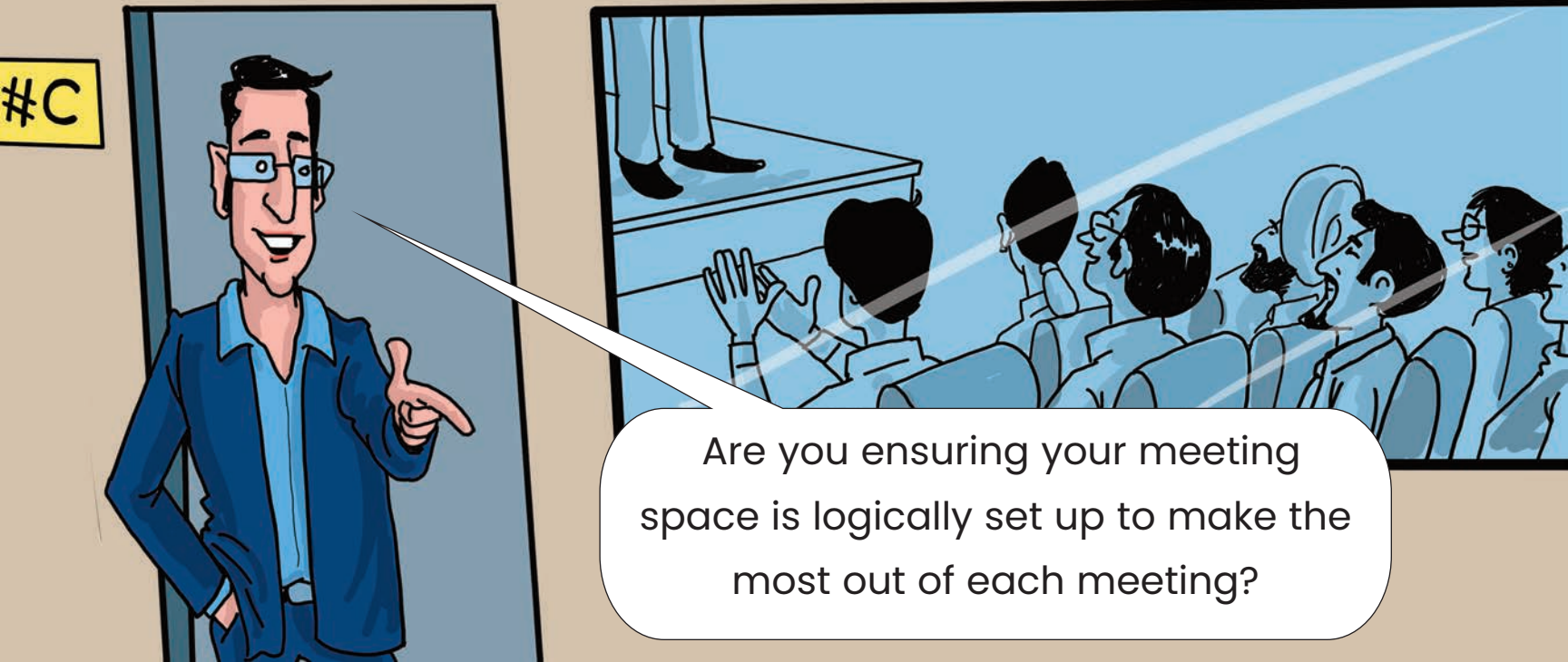
Are you taking a 'logical' approach to your presence in a meeting?

**Presence now is
Power later**





Your meeting space is a reflection of your mindspace. Just as a cluttered room = cluttered mind, a well-equipped meeting room = clear thinking and productive outcomes. Proactive presence is power. Stay focused, stay present, and make every meeting count.

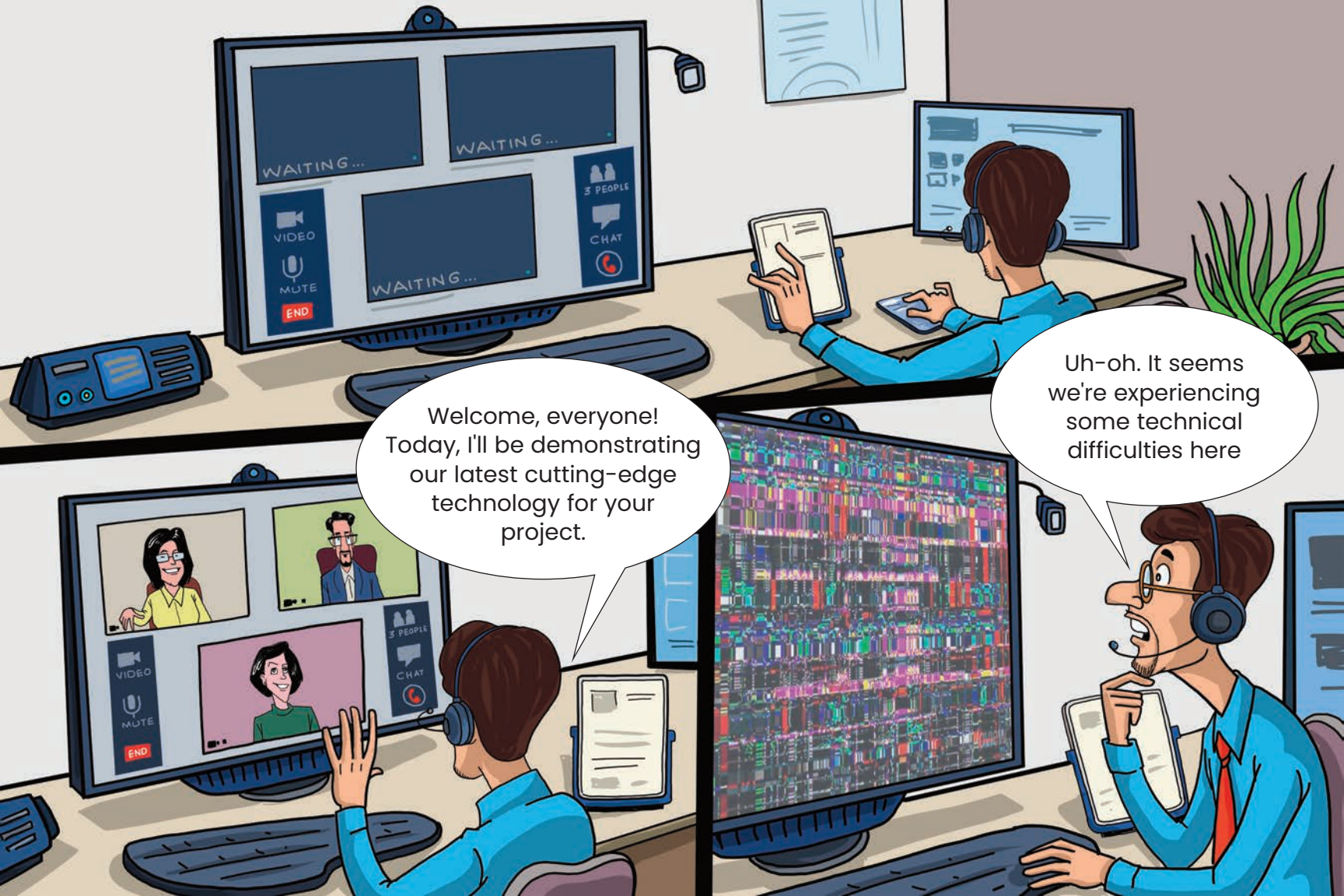


**Be present in
every moment**

The Troubleshoot Techie!

Ahead of the curve in technology and innovation, but faces technical difficulties during virtual meetings.





Welcome, everyone!
Today, I'll be demonstrating
our latest cutting-edge
technology for your project.

Uh-oh. It seems
we're experiencing
some technical
difficulties here



I was supposed to show them how to "adjust to new Technology" but they couldn't get the audio-visual to work! Why is this happening now?

Let me check your computer compatibility.

I apologize for the inconvenience. We will ensure a more reliable setup for future meetings.



If you love technology but your technology doesn't love you, you probably need a better set up.

Are you staying ahead of the Tech curve "logically"?



Cultivating a high Meeting Quotient (MQ) is essential for both meeting leaders and participants alike.

It's not just about attending meetings; it's about actively engaging, listening attentively and contributing positively to the discussion. Being present in meetings demonstrates professionalism, enhances collaboration and ultimately drives outcomes. Whether you're a leader or a participant, your presence in meetings reflects your commitment to success and your dedication to moving the needle forward. So, the next time you find yourself in a meeting, remember to #BEPRESENT and make every moment count towards achieving your goals.

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