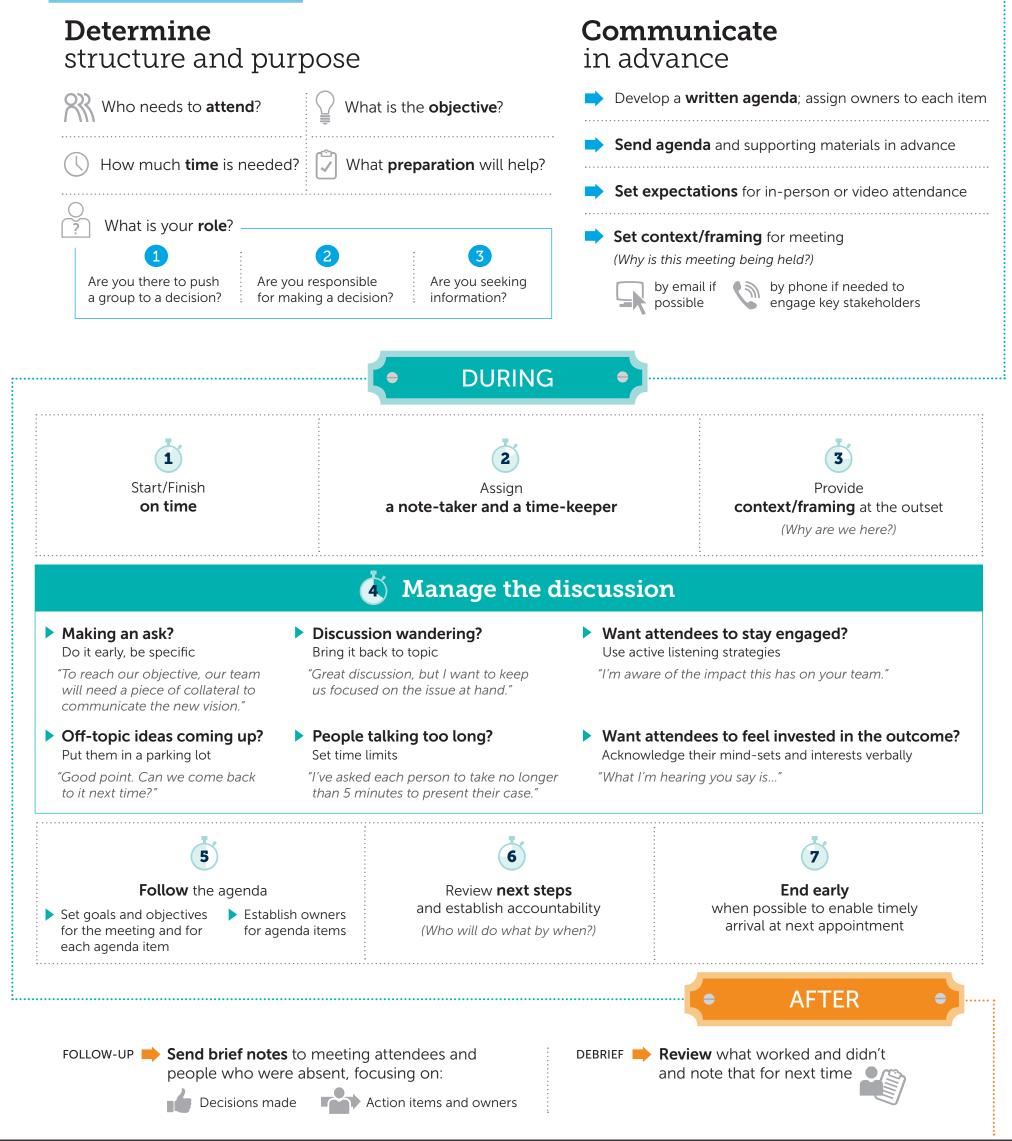
Anatomy of a Great Meeting

Before you hit "send" on your Outlook meeting organizer CONSIDER ...is a meeting the best forum for what is needed?

 Do you need a question answered?
 Are there difficult or sensitive issues?
 Is it a recurring meeting with no news or updates?

 Image: Discrete processing of the phone
 MEET ONE-ON-ONE
 CANCEL

BEFORE



STOP



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