



The Human Optimization Project

Pod-Club

E24 How to Run a Meeting: Make Your Meetings Effective, Efficient, and Enjoyable

Discussion Questions for this Episode:

- 1) Josh Murphy defines a meeting as a synchronous, face-to-face or virtual interaction with shared reference materials. How has his perspective clarified your understanding of when a meeting is truly necessary versus when other communication methods might be more effective?
- 2) The podcast uses the analogy of a surgery to describe an ideal meeting (only if needed, right people, prep, clear purpose, timely, follow-up). Which of these "surgical" elements do you find is most often missing from meetings you attend or lead? For those you lead, identify an element that is missing but needs to be included or an element that you can communicate more clearly to those attending the meeting.
- 3) Josh identifies four categories of meetings: 1) strategy, 2) planning, 3) execution, and 4) context/culture. Which of these categories do you believe is most commonly overlooked or poorly implemented in your organization? What is one thing you can do to improve?
- 4) The discussion highlights that poorly run meetings lead to lost productivity, decreased confidence in leadership, and individual harm (eating into personal time). How do these affect your motivation and engagement at work?
- 5) As an attendee, common mistakes include being off-camera, unprepared, or distracted. What is one specific action you will take to be a more engaged and positive participant in your next meeting, even if you're not leading it?
- 6) The podcast suggests that incorporating positivity and even humor can make meetings more enjoyable and engaging. What is one way you could intentionally foster a more positive atmosphere?
- 7) Josh emphasizes the importance of seeking feedback on meetings, both formally and informally. How often do you provide or receive feedback on meeting effectiveness? What is one way you can engage in continuous improvement related to meetings?
- 8) The challenge encourages listeners to apply the "meeting as a surgery" checklist to their next meeting. Which element from that checklist do you think would be the most impactful to add or improve in your upcoming meeting, and why?
- 9) At the end of the next meeting that you lead, ask 3 people to tell you 3 things that you could have done differently to make that meeting more effective.