

The Hamster Revolution for Meetings and millions of other books are available for instant access. view Kindle eBook | view Audible audiobook Enter your mobile number or email address below and we'll send you a link to download the free Kindle App.

In my first go-around I immediately felt overly critical due to what I perceived as a self-serving forward by Ken Blanchard. In this state of mind, I found the hamster character cutesy. The second time I identified strongly with the hamster. Further, the use of the hamster character turned out to be an ingenious technique because it allowed the authors to teach their lessons in story format. The more I applied the lessons, the more apparent it became that the authors, Mike Song, Vicki Halsey and Tim Burrell have a fine page masterpiece here. The first thing I started doing was strengthening my subject lines and sculpting my messages. Anybody can do this once they understand the first simple lesson. This result did not come just as a matter of receiving and following instructions. There is theory behind the lessons and it seems so simple due to the story presentation. The reader listener in my case is made to understand the problem first. The problem is information overload and we all face it. Skipping straight to the last strategy, the authors provide a powerful tool called COTA. This is a system for organizing email folders that works because of the logic behind its simplicity. This is the first tier of folders, and one can expect to have further tiers. In the book, the hamster is advised that it will take about a day to reorganize his files using this tool. But the hamster could not completely do it all in one day. I think nobody can predict how long it will take to implement this tool. The title of the book is inspired. The idea of "revolution" is that those of us using the design and principles will spread the word and create major change. One can imagine managers asking employees to join "the revolution. Finally, I did not read this book. I listened to the CD. The reader is Oliver Wyman. He has an enormous portfolio of famous books in several genres and is extremely versatile. I wholeheartedly recommend the CD because it flows smoothly and is soothing to the listener. This is an enjoyable 3-hour CD set 3 CDs. This is about making work more satisfying.

Chapter 2 : Meeting Tips - How to manage people who disrupt meetings

Meetings have changed. They're more frequent, virtual, and informal. Yet, most professionals haven't upgraded their meeting skills. It's no wonder that 43% of meeting time is wasted. Enter The Hamster Revolution for Meetings: Your guide to effective meetings in the information age -- The.

In this post I review some of the recent titles in case you are looking for some guidance to improve your own meetings. Another focuses on learning and adopting more effective meeting behavior e. And the third emphasizes changing aspects of meeting structures e. In practice, I find that the rules or behavioral approaches can provide good advice, but in the heat of a meeting, people tend to ignore rules and forget good behaviors. This is particularly true if, as often happens, there is no trained facilitator present. The third, or structural approach, emphasizes the use of physical, procedural or temporal practices that naturally create more effective meeting behaviors. Structural techniques have most often been applied to large group meetings and special or more unique meetings. It offers many advantages, but has had limited application to everyday meetings. I have chosen a range of those that appear most relevant to managers and leaders as opposed to facilitators and consultants. Harvard Business School Press. Expert Solutions to Everyday Challenges. Harvard Business School Press, This is a small, introductory guide to running a wide range of meetings. It takes a generally behavioral approach. It does include three forms for use as tools in running meetings which provide some structural guidance. Henkel provides a textbook on all aspects of running meetings. It addresses some structural elements in considerable detail, such as a variety of table and seating layouts and how big the projector screen should be, but does not much guidance on how seating or presentations affect participation. This book also includes a variety of ice-breakers for starting meetings, advice on flip charts and so on. Overall this book takes a comprehensive, if basic, behavioral approach. It could be appropriate for some college class in business school. Lencioni presents a fictional management story intended to illustrate how to end boring, ineffective meetings. In the course of the story he makes some structural recommendations regarding managing conflict and providing a context i. The book offers essentially structural guidance, but has only a few tools for a leader to apply. Instead, the story is designed to change perceptions of meetings and create motivation to improve them. Overall, the book seems designed for the business traveler who would pick it up at the airport for some informative reading on a plane flight. Parker, Glenn, and Robert Hoffman. The 33 tools are really short, focused chapters containing advice, templates and tips for completing various meeting activities. A number of tools are specifically focused on working with team members. Almost all of the advice is behavioral. These tips include some structural ideas including innovations in meeting format to keep meetings short or engaging. Read this Before Your Next Meeting. The Domino Project e-book , This standard limits the waste of meeting time. Pittampalli argues that meetings should only be held after a decision has been made by the person who owns the decision. That decision owner should have held a series of one-on-one conversations to shape that decision. Those conversations remove the need for much of the unproductive time spent in meetings. Overall, this book takes an essentially structural approach to limiting the time spent in ineffective meetings. The Hamster Revolution for Meetings: It is focused on improving productivity, particularly as measured in time saving. They offer tools for keeping meetings brief, effectively scheduled, with effective action plans and follow-up. They also devote considerable attention to virtual meetings, which if well run, they argue, can improve productive use of time. This is another text that would feel appropriate in a business school setting. Its emphasis is that of a behavioral approach to better meetings. A number of its recommendations assume the use of a facilitator to observe and guide behavior. The tools are largely designed to aid discussions and consist of various problem solving, brainstorming and prioritization techniques. Oxford University Press, As readers of this blog know, my intent is to provide leaders with a comprehensive set of structural decisions and supporting tools for running more effective everyday meetings. I present this approach in my recent e-book. The Meeting for Results Tool Kit provides 12 structural choices for planning and running meetings specifically designed to be memorable guidance of what to focus on across the stages of a meeting from planning, to conducting, to achieving results. The tools have been designed to provide simple

step-by-step guidance. Sometimes this guidance includes a question to ask. Other times it is more of a check-list. The tools are intended to be job aids as leaders plan and run meetings. The leader can use the book to plan a meeting, and then during the meeting refer to selected tools right from the book.

Chapter 3 : Mike Song | LibraryThing

Are meetings taking over your life? Meet Iris, a sales manager so overwhelmed by meetings she feels like a hamster on a wheel. Just in time, Iris finds a coach—a meeting efficiency and etiquette expert with a simple system that helps her to meet less, make better use of meeting technology, and get more done.

Aug 19, How to manage meetings to avoid disruptions. Certain people have a knack for disrupting, distracting, and disintegrating potentially great meetings. All you have to do is work through the agenda, get a decision made, and your dream project is on its way. Larry Late Larry always has an excuse for being late. The best defense is a great offense. Next, leave a firm voicemail message for Larry letting him know that you need him to play a crucial role at the start of the meeting and that it would be quite embarrassing if he were to miss his chance to shine. Build that role into your agenda and watch Larry pop in two minutes before show time—prepared, looking sharp, and ready to rock! During virtual meetings you can hear him clacking away on email, cheerfully ignoring one important issue after another. Upgrade teleconferences to web meetings to make it a harder for Ernie to disappear into his inbox. During virtual web meetings let participants use the chat box to chime in whenever they like. This will keep Ernie off of Twitter and focused on the business at hand. Since everyone wants to please the Big Kahuna, scrambling to accommodate her every whim can turn casual suggestions into misguided tangents. Head off HPPOMania by quickly reviewing a list of the impractical or impossible options that your team has eliminated in prior meetings. This will focus the discussion on areas of real importance, helping the HPPO save face and perhaps contribute some much needed wisdom to your initiative. Ted Tangent Ted likes to chase shiny things. You end up talking about everything except the crucial issues facing your team. Empower team members to ask the following question when things are getting off track: Is this new topic more important and urgent than the current agenda items? In most cases, this answer is obvious: If you keep doing this, Ted will eventually begin to filter his off-the-wall ideas and your meetings will be much more productive. No loves to say no. Where the team sees opportunity with little risk, he sees disaster and the end of the world as we know it. Listen carefully to Dr. Usually there is a grain of truth in his negative responses. Do you feel there is absolutely no way this can work? No will back off a bit when asked to define his skepticism in such stark terms. Use this opening to ask him what would work and you will at least be moving in the right direction. Terry the Talkaholic Terry is afraid of closure. Moving to the next agenda item is scary for her. She can always think of one more way to clobber that poor dead horse. Use GEPO to break the cycle and stay on track. Just discussing this technique will reinforce the importance of focusing and moving forward. If you have a bunch of Sams in your meeting, be prepared to carry the conversational load. Silent Sam is really smart and probably has some great ideas that would help the team move forward. Give Sam a speaking role. For example, at the beginning of the meeting have Sam review the action items from the last meeting. Once he begins to talk, encourage him by asking him for his input a little later. Step by step he will begin to contribute and everyone on your team will benefit. Managing your meeting monsters effectively helps you keep your meetings on track, reduce redundant future meetings, and get more done. He is the co-developer of the "Get Control" productivity webinar and seminar series. Vicki Halsey is an optimal learning strategist, consultant, and vice president of Applied Learning for the Ken Blanchard Companies. Content copyright by cohesive knowledge solutions, inc. Permission to reprint granted and encouraged. Copyright strictly enforced on exact reprints and adaptations.

Chapter 4 : (EPUB) The Hamster Revolution for Meetings download

The Hamster Revolution for Meetings focuses on a small number of high-impact best practices that really work. Included is a landmark case study that shows how 3, Capital One associates reclaimed ten days per year while improving meeting effectiveness by over 35 percent.

Chapter 5 : The Hamster Revolution Summary and Analysis (like SparkNotes) | Free Book Notes

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Chapter 6 : Mike Song (Author Bio)

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Chapter 7 : Listen to Audiobooks written by Vicki Halsey | blog.quintoapp.com

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Chapter 8 : Mike Song (Author of The Hamster Revolution)

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Chapter 9 : The Hamster Revolution for Meetings: How to Meet Less and Get More Done by Mike Song

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