

5 Steps to Run More Effective Virtual Meetings

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Identify Key Decision Makers

Before sending out a meeting invite, make sure to identify all key decision-makers needed to move your project forward.

01

Craft a Specific Agenda

Build an agenda, outlining 3-5 decisions that must be made and attach the agenda to the meeting request email making sure to give decision-makers enough time to review.

02

Stay Focused in the Meeting

Start the meeting off with a quick review of the agenda and announce your goal is to reach a decision for each agenda item. You mustn't move to the next agenda item without reaching a decision.

03

Recap Decisions and Set Dates

Recap the decisions that were reached. Make sure next steps were outlined, by-when dates set, and individuals assigned before wrapping up the meeting.

04

Say Thank You

Make sure to thank all attendees for their time and for their contributions to making this a successful meeting.

05

Hope this was helpful.
We have much more to share
when you are ready.

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