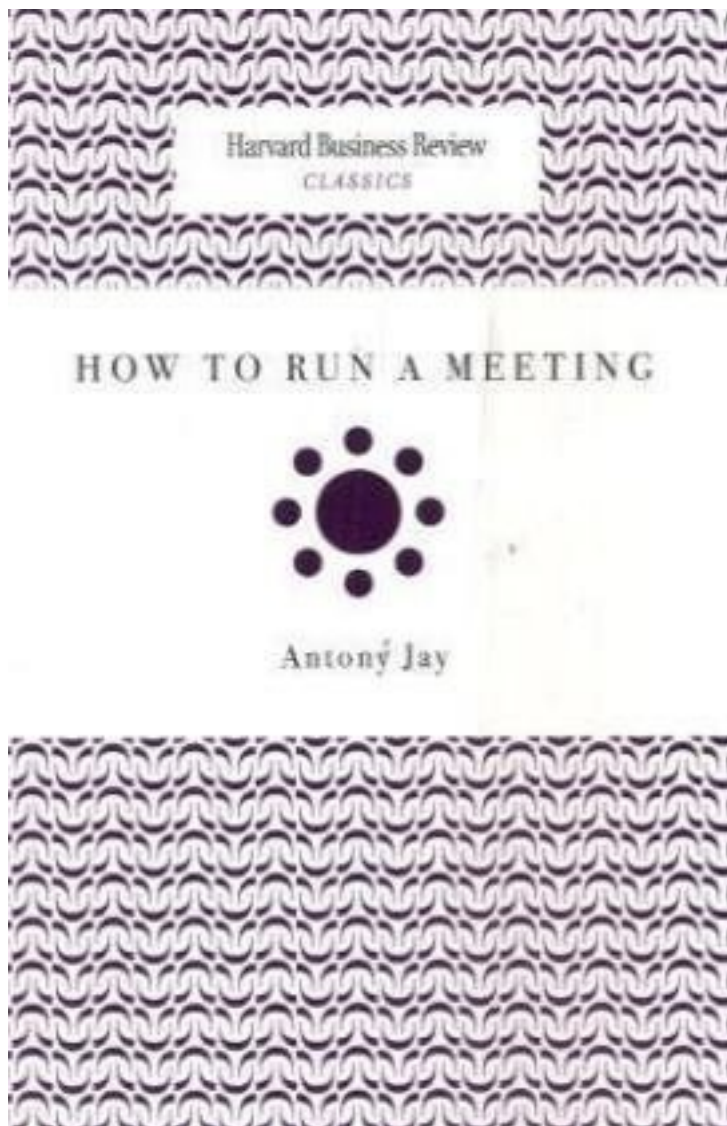


# How to Run a Meeting



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What makes for a great meeting? As a leader, how can you keep discussions on point and productive? In "How to Run a Meeting", Antony Jay argues that too many leaders fail to plan adequately for meetings. In this bestselling article, he defines the characteristics that contribute to success, from keeping formal minutes to acknowledging junior staff first. These guidelines will help you get demonstrably better results from every meeting you run. Since 1922, "Harvard Business Review" has been a leading source of breakthrough ideas in management practice. "The Harvard Business Review Classics" series now offers you the opportunity to make these seminal pieces a part of your permanent management library. Each highly readable volume contains a groundbreaking idea that continues to shape best practices and inspire countless managers around the world.

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