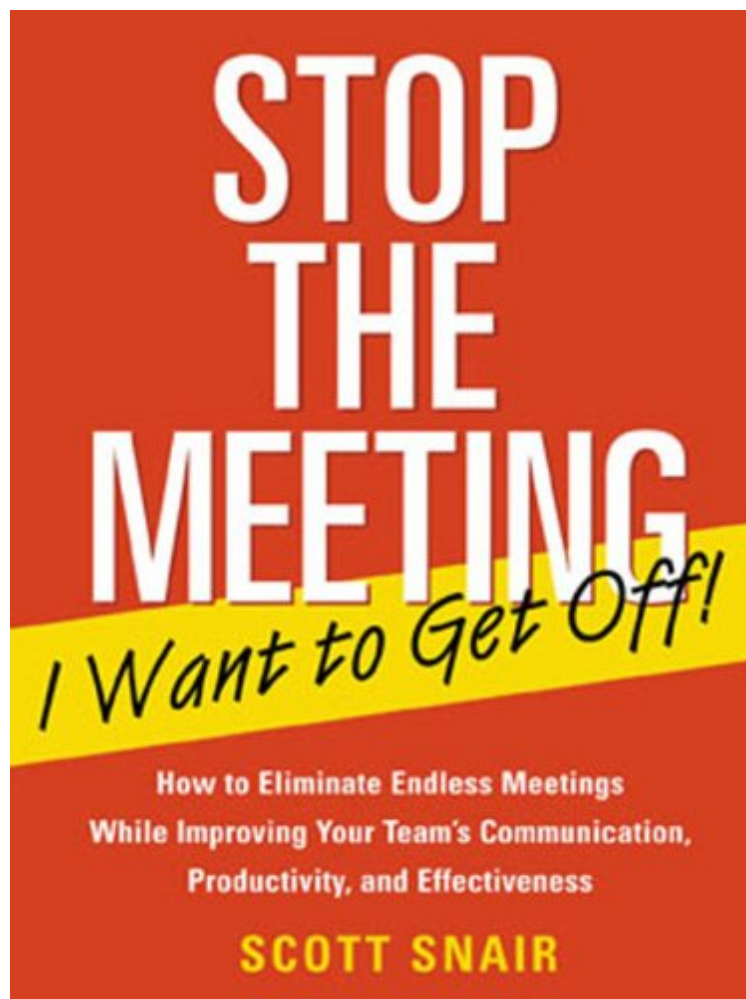


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0 of 0 people found the following review helpful. Not about meetings only
By Eric BitScott Snair wrapped an almost complete management guideline into the book which you can use even if you're not a manager. He blames meetings as many of us does, but he points out their weaknesses, so if you really have to hold a meeting or participate, you have the armory to minimize the time-wasting. In addition, he provides an approach how to live without meetings, including more personal communication, taking explicitly responsibility for things and mentoring. I tried out some of the methods and they work. Granted, they require more work on the manager end, but provides more efficiency for everyone. If you spend more than 5 hours per week with meetings, you must read this book. Otherwise you should :)
0 of 0 people found the following review helpful. Less talk, more action: A guide to better communication, heightened productivity, and fewer meetings.
By Carlos F. Pola Torroella VERY EASY TO READ !! GOOD MANAGEMENT ADVICE !!
Methods outlined in this book:
Improve a manager's ability to gather input
Streamline the communication process
Make influencing key members of an organization much easier
Increase productivity, without stifling openness and job satisfaction
Make managers more "hands-on" by using responsibility as a reward.
Contents:
Stop Surrendering to Meetings
Recognize What Doesn't Work and Why
Discover the Lost Art of One-on-One Management
Embrace the Role of Team Leader
Get Comfortable with Delegating
Get a Mentor, Be a Mentor
Avoid the Meetings of Others
Know the Ways to Cheat
2 of 2 people found the following review helpful. Hey, Mr. Scott!
By Alex Orlovski I have read your book this weekend and I am totally in awe about your methods in management. I truly have learned a great deal from your book, and I will use this philosophical strategy for running a solid team. I also love your style of writing. You provide your thoughts in laymen's terms and also provide humor into your personal and professional experiences with meetings. Keep up the great work! Good luck with your newly published book. I definitely recommend others to purchase and utilize your book for their companies!!

Less talk, more action: A guide to better communication, heightened productivity, and fewer meetings
Meetings are the bane of modern corporate culture. Today's managers spend between 25 percent and 75 percent of their workday in meetings, at least half of which are unproductive, if not downright destructive. In a book that is sure to be warmly embraced by beleaguered managers, a decorated Desert Storm platoon leader turned top corporate consultant offers managers a proven system for running a department, or an entire enterprise, without unnecessary meetings. Successfully adopted by Johnson Johnson, GE, McKinsey Company, MetLife, Verizon, and other prestigious Snair clients, the one-on-one management methods outlined in this book:
Improve a manager's ability to gather input
Streamline the communication process
Make influencing key members of an organization much easier
Increase productivity, without stifling openness and job satisfaction
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From the Publisher
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