

Listen again, and fill in the blanks. **Track 180**

The next ¹ you have ² plan and ³ a meeting, ⁴
should try ⁵ couple of ⁶ things to ⁷ the meeting ⁸
more smoothly. ⁹ are just ¹⁰ ideas to ¹¹ you and
¹² other people ¹³ get the ¹⁴ out of ¹⁵ meeting.
The ¹⁶ thing I ¹⁷ suggest is ¹⁸ really think ¹⁹
the purpose ²⁰ the meeting. ²¹ can ask ²² this question:
" ²³ we need ²⁴ have this ²⁵ at all?" ²⁶ you just
²⁷ to share ²⁸ with people. ²⁹ you need ³⁰ do that
³¹ a meeting? ³² you could ³³ the information ³⁴
emails or ³⁵ calls. The ³⁶ here is ³⁷ if you ³⁸
avoid calling ³⁹ meeting, you ⁴⁰. Meetings take ⁴¹ away
from ⁴² schedules. If you ⁴³ achieve the ⁴⁴ of the
⁴⁵ without really ⁴⁶ the meeting, ⁴⁷ it's better ⁴⁸
do it without the meeting.
⁴⁹ second suggestion ⁵⁰ to carefully ⁵¹ who you
⁵² invite to ⁵³ meeting. Only ⁵⁴ the people ⁵⁵
really need ⁵⁶ be there. ⁵⁷ someone on ⁵⁸ list isn't ⁵⁹ to
give ⁶⁰ information, vote ⁶¹ something, or ⁶² a role
⁶³ the meeting, ⁶⁴ don't invite ⁶⁵ or her. ⁶⁶
that person ⁶⁷ appreciate not ⁶⁸ required to ⁶⁹ to the
⁷⁰. You're respecting ⁷¹ person's time ⁷² not inviting ⁷³
or her. ⁷⁴ for any ⁷⁵ you have, ⁷⁶ call people ⁷⁷ really
need ⁷⁸ be there.
⁷⁹ good thing ⁸⁰ keep in ⁸¹ is the ⁸² and ending
⁸³ of the ⁸⁴. Do your ⁸⁵ to start ⁸⁶ time and
⁸⁷ on time. ⁸⁸ goes back ⁸⁹ that idea ⁹⁰ respecting people's
⁹¹. The more ⁹² respect their ⁹³, the more ⁹⁴
will respect ⁹⁵ as a ⁹⁶.