

The Ten Commandments for Conducting Meetings

- Thou shalt not meet if the matter can be resolved by other means
- Thou shalt make purpose known to those thou summonest
- Thou shalt summon only those whose presence is needful
- Thou shalt start at the time announced
- Thou shalt not run beyond
- Thou shalt not wander to other topics
- Prepare thy thoughts that the minutes not be wasted
- Schedule not in haste for the day is brief
- Thou shouldst combine into one those which need not be separated
- Fear not to cancel if the need disappears