

# TOOL 5.3

## Project Meeting Guidelines

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- ♦ Identify the problem characteristics and hold a quick, informal cubicle meeting with the people who can help you get to the facts and who know how to solve the problem.
  - ♦ If a person is slowing down a project because of performance problems, deal with it directly through effective coaching and performance-improvement goals.
  - ♦ Grow your people. Give them the authority and responsibility to make decisions themselves and own their results. Be specific.
  - ♦ When you're invited to a meeting, decline if you don't know what the meeting is about and how you can contribute. Defend your time.
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