



GPS - 5 Common Pitfalls When Running Virtual Meetings

Hello, this is Andrew from Growth and Profit Solutions.

Great to see you.

In the current environment, many people are moving from having physical meetings to having virtual meetings.

For many this is something that's quite new, even though the technology for this has been around for some time.

As such, it is a new way of working that is full of pitfalls for the unwary.

And I'd like to share with you five common pitfalls, or mistakes, that people are finding when running or engaging in virtual meetings.

So, here they are:

1. *Running meetings that are not needed.* We've often seen this with face-to-face meetings when meetings which are held for the sake of it are just a waste of time. If you're going to hold a meeting, make sure there is a clear need and requirement for it and that you've got the right people coming.
2. *There's no agenda.* You need to have an agenda to direct and control the meeting. It ensures everyone is clear on the meeting's purpose, outcomes sought, and the actions required subsequently.
3. *Poor interaction.* When people are not physically present, and when they're working from home with all its distractions, people fail to interact properly or give the meeting their full attention.

You need to make sure people are focused, and you need to demand interaction. Call on people, get them to engage with you and each other. This way you have their full attention and involvement.

4. *Poor etiquette.* Just because you're not in the office, and you're working from home, doesn't mean you can act anything but professionally. I've been in a virtual meeting where one guy was participating whilst in bed. I'm sorry, you don't do that!

Virtual meetings are work meetings, so demand standards. Make sure that you've laid down rules and expectations on how people behave and engaging in the virtual meeting. For example, always have your video on so you can see people and gauge their involvement and reactions. And you want them to stay and participate for the duration of



the meeting, not answering their emails, making phone calls, or disappearing to get a coffee.

Enough said, rant over.

5. *No virtual water cooler.* Meetings have two aspects – work and social. In the office, people often turn up early or stay on afterwards to chat. It's an important social interaction. You need to build this into your virtual meetings with a virtual water cooler – the opportunity for people to chat and connect. It helps keep people grounded, involved and part of the team.

Use these 5 tips to help you run your virtual meetings more easily and effectively.

If you found this useful, then come and join us in our Facebook group, the Growth and Profit Dojo for business owners and leaders looking to grow their business and you can find more useful tools, tips and techniques. Just [click here](#), and make sure you answer all 3 questions to get in!



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