

## How To Make Meetings Stupid, Boring and Useless

By Kenneth Cloke

1. Arrive late and make a big commotion upon entering.
2. Avoid dealing with conflict or problems. Sweep them under the rug. Be aggressively positive in the face of criticism.
3. Be negative about everything that is proposed.
4. Be vague and unclear about why the meeting was called.
5. Call the meeting with very little notice. Forget to notify certain people.
6. Continually interrupt other people. Speak without being called upon.
7. Create win/lose situations. Don't worry if people lose face.
8. Do not listen to what anyone has to say. Ignore their comments and continue with your own.
9. Dominate the floor. Keep your hand up at all times and be impossible to silence.
10. Don't evaluate or look at how to improve the meeting. Blame others or say how much you hate meetings.
11. Don't participate at all. Keep quiet until the meeting is over, and then come up with creative ideas.
12. Follow a not very secret hidden agenda.
13. Go over the same point again and again.
14. Leave early, or come in and out of the meeting constantly.
15. Let everyone go off in different directions at the same time.
16. Make certain no one knows what their role or responsibilities are.
17. Make points of order and points of information just to get the floor.
18. Manipulate the process to get the results you want.
19. Personally attack people rather than their ideas.
20. Refer urgent issues to committee and don't set a date for the meeting.
21. Ride roughshod over objections. Silence or humiliate the opposition.

22. Schedule the important items for last so there is only 15 minutes remaining.
23. Set the environment so people can't see or hear one another, and so it's too hot, cold or stuffy.
24. Usurp power or the authority to decide from the group. Support your clique rather than the group as a whole.
25. Whisper loudly to your friends. Carry on side conversations, complete other business during the meeting and talk on your cell phone.