

4 TIPS TO STOP MEETING TANGENTS

Tangents can be highly frustrating to attendees. Meeting attendees have agenda items they want to address or hear about, only to have them missed due to a lack of time, as off-topic conversations monopolize the meeting.

Deploy the Parking Lot

When someone brings up a new discussion topic that isn't part of the agenda, take note of it and announce that you will add it to the next agenda.

Circle Back to the Agenda

Interrupt a tangent by asking that the agenda and subsequent time allotment are followed to ensure all topics are covered in the meeting.

Keep the Goal Top of Mind

A quick reminder of the purpose and goal of the meeting is a surefire way to get the discussion back on track when a tangent takes over.

Take It Offline

Some tangents and conversations only involve a few individuals. If the off-topic discussion is for a small group, interpret the tangent and ask it be discussed outside of the staff meeting.

