Training and Development Consultancy

Quick Guide: Two Jobs at Once!
Running the meeting and taking notes

We are often asked on our minute taking courses 'how do I minute the meeting while running it?' This is not ideal but appreciate that doing these two jobs is often necessary. Preparation therefore is essential if you are doing both tasks – so see below for the top ten tips to help you:

1. **Know the purpose of the meeting** and what you would like, or expect, the outcome to be.

2. **Prepare … prepare … prepare**. List the points you will make and jot down questions to ask. Think about the other people – their questions, objections, resistances and how you will handle them.

3. Use an **A4 pad to make notes**. **Divide the page into one third and two thirds.** On the left, list your points and questions that you want to make. The right side will be used for making notes relevant to your points. Or, you could type out a list of points and questions leaving space under each one to add notes during the meeting.

4. At the beginning of the meeting **set the scene** stating the purpose and structure of the meeting. **Explain you will be making notes**.

5. **Note only main points** made by the other people. You do not need to note what you say as it will either have been written down in your preparation or you know what you've said.

6. **Develop short forms** for regularly used words. Use abbreviations and acronyms. Use symbols instead of whole words.

7. **Write only the beginning of long words**. For example, 'beg' for beginning, 'con' for confirm or conclusion.

8. **Leave out the vowels** in words so you have less to write. For example, 'wrksht' for worksheet, 'mtgs' for meetings.

9. **Summarise throughout the meeting** so all know where you are, what's been discussed and what has been agreed. When summarising stop the meeting and take time to write your notes. At the end of the meeting do **one final summary** outlining who is to do what and by when.

10. As soon as you are on your own **after the meeting, read through your notes** and ideally, **type up within 24 hours**.

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