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Your calendar is full, and yet your meetings don't always seem to advance your work. Problems often arise with unrealistic or vague agendas, off-track conversations, tuned-out participants who don't know why they're there, and follow-up notes that no one reads—or acts on. Meetings can feel like a waste of time. But when you invest a little energy in preparing yourself and your participants, you'll stay focused, solve problems, gain consensus, and leave each meeting ready to take action.

With input from over 20 experts combined with useful checklists, sample agendas, and follow-up memos, the **HBR Guide to Making Every Meeting Matter** will teach you how to:

Set and communicate your meeting's purpose  
Invite the right people  
Prepare an achievable agenda  
Moderate a lively conversation  
Regain control of a wayward meeting  
Ensure follow-through without babysitting or haranguing

*Arm yourself with the advice you need to succeed on the job, from a source you trust. Packed with how-to essentials from leading experts, the HBR Guides provide smart answers to your most pressing work challenges.*

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