Pass the Pad
By Jon Petz (Words – 388)

Have you ever hosted a meeting in which attendees just stroll through the door like it's a lazy summer's day? Guess what? When it's allowed to start that way, any meeting will probably suck.

The number of meetings that start late across all industries and organizations could amount to an epidemic. But there's an SRD (and a fun one) to cure this stroll-in-late-to-the-meeting disease.

What's an SRD? A Suckification™ Reduction Device that stares chronic meeting problems in the face with creative alternatives.

This SRD is designed to reward everyone who shows up on time and give the latecomers a meaningful task. To call out those who don't show up for the meeting ready for action, use this SRD called *Pass the Pad.*

Here's the idea: The last person to come through the meeting door is given the official notepad for taking the meeting minutes or notes. Know when it gets fun? When the notepad gets passed to the newest latecomer as the meeting goes along. That's right, the pad for taking minutes changes hands as each straggler walk in.

What happens next? The person currently stuck with the pad breathes a huge sigh of relief—aaaah— and the one who just walked in has to accept it. Inevitably, he or she asks, "What did I miss?" The answer is, "Well, it's right in front of you. Just read what's been written. And guess what? You're the one who gets to keep the notes going."

Now, of course, the note taker has to distribute the notes from the meeting in an agreed-upon way—via shared folder, Wiki page, Facebook page, intranet—something that's standardized for all meetings and consistent with the organization's objectives or HR initiatives. (Trust me, if you don't have this figured out beforehand, the posting won't happen and outcomes will get lost.) Sure, other people may take their own notes and that's fine. But the official minutes, key outcomes, and stated deliverables must get handled. It's an important role to be performed.

You can probably guess what happens when the Pass the Pad SRD gets enforced. Attendees show up early, they eagerly jump through the door into the meeting room, even cutting people off others—just to avoid getting stuck with the pad.

Yup, Pass the Pad is simple, it's playful—and it can revolutionize your meetings.

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Jon Petz is the author of *Boring Meetings Suck,* (Wiley Publishing 2011). He is also Professional keynote speaker, emcee and corporate magician. Learn how to GET MORE out of your meetings in our short-attention-span-high-distraction world and get out of those that bore. Pick up *Boring Meetings Suck* at your local bookstore or at www.BoringMeetingsSuck.com

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