Today I’d like to take the opportunity to chat with you about how to successfully plan a meeting. Doing so is a lot like taking a vacation with your family or a group of friends.

Before you can take off on your trip, you need to have a goal, or a destination in mind. To do that, it takes planning – you need to think about where it is you want to go, how long you’d like to spend there, and what you’d like to see and do along the way.

That plan is essential – without it, you could end up with people in other areas. You wouldn’t want Grandma thinking you were headed to the Holiday Inn in Fort Lauderdale and Uncle Stan to the one in Orlando when the rest of your group was headed to Venice Beach, would you? The same is true for a meeting.

You need to have spend some time to think about that plan to let everyone know what they are responsible for. Someone should be designated for major tasks (like purchasing tickets) while others can play supporting roles (being responsible for packing their own bags, etc.)

And after your planning is done, you need to know where you are when you have finished (or arrived).