

# 10-Minute Meeting

*There may be occasions when you may need to call a quick meeting to deal with a particular issue. Almost everyone can take time for a ten-minute meeting if it truly is a ten-minute meeting. Some issues that lend to this type of meeting are quick surveys on bargaining or legislative issues, updates on a project, a call for volunteers, or a quick update on the latest decisions at the most recent membership meeting.*

*Worksite meetings have the best shot at gaining volunteers and strengthening the local.*

## The 10-Minute Meeting: A Template

- 1 minute:**            **Introduction/Overview**  
Introduce yourself and provide the topic of the meeting
- 3-4 minutes:**       **Topic(s)**  
Give information; be sure to include the details your audience most needs to know
- 4-5 minutes:**       **Discussion**  
Take questions/concerns and respond

If something will take too much time to answer during the meeting, promise to speak to the individual afterwards.

Review what has been accomplished, how you plan to follow up on the issue, and how you and other local leaders can be reached.

