

# Chief of Staff

## Extension and Revitalization

### October 2023

Let's enjoy a little bit of tongue-in-cheek, reverse psychology humor this month -

Are you tired of attending completely productive meetings? Are you fed up with getting the most out of your member's time? Are you sick of members walking away from your meetings satisfied, motivated, and informed? If this sounds like you, I know how you feel, and have compiled a proven list of solutions to fix your useful meeting problems. If you read this article today, I guarantee that you too can learn how to hold a dysfunctional meeting.

**Get Rid of Your Agenda** The first thing you can do to end senseless meeting productivity is to make sure no one creates an agenda. If you wish to ensure a high level of dysfunctionality, ensure there is no predictability with what you plan to discuss. I highly suggest "winging it" from memory. This approach will guarantee you can talk about what you want without your members knowing you are off script, and it ensures they have no way to prepare for what you might talk about. This tactic can allow you to ramble on about a few poorly organized notes and then "go around the room" to ensure everyone can talk about what they want as well.

**Use the Filibuster** The second way of ensuring a dysfunctional meeting is to use the filibuster. This is typically a tool of political dysfunction; you too can take advantage of the filibuster in your meetings. To do this, take up as much meeting time as possible to talk about your thoughts on an issue. This will serve two purposes. One, you can ensure your point of view is understood by your members (make sure to repeat your points at least four times to accomplish this). And two, if you use all the available time, you can ensure your member's minds are not polluted by other points of view.

**Don't Value your Attendees Time** One of the simplest approaches to end unwanted productivity is to simply be late to the meeting, especially if it's yours. If you organize a meeting, you're obviously the most important person in the room, and should make this known by arriving as late as possible, as famous musicians often do. Like the filibuster, you will waste potential time for productive behavior and send a message that your time is more important than everyone else's.

**Don't Assign Responsibilities for Work** Another method to increase meeting dysfunction is to have the meeting, make decisions, and then assume everyone will automatically know what to do. In this way, even if your meeting is accidentally productive, you can still make certain no real work comes of it. By not assigning tasks to specific teams or individuals, you can also spread the blame to others if something goes wrong.

**Embarrass People Publicly** If none of the previous suggestions appear palatable, but you still want to ensure you conduct a dysfunctional meeting, publicly ridicule meeting participants any time they make suggestions. By doing this, you not only demonstrate your superiority to other members, but you also ensure no one will publicly question you in the future.

**Conclusion:** Employing any of the above approaches can lead to a dysfunctional meeting and ensure you are reducing productivity as much as possible. If you enact two or more within the same meeting, you can guarantee both frustration and dysfunction. **Hope you enjoyed reading this however, I must warn you, if you chose to use any of these unproductive tips be sure to have plenty of protection because your members just might hurt you for wasting their precious time. I say this because, while you may value dysfunction within your meetings, your members most certainly do not.**

Kristi Meid, Dept Chair, Extension & Revitalization  
17425 McIntyre Road, Leavenworth, KS 66048  
913-683-3491 [jmeid@live.com](mailto:jmeid@live.com)