

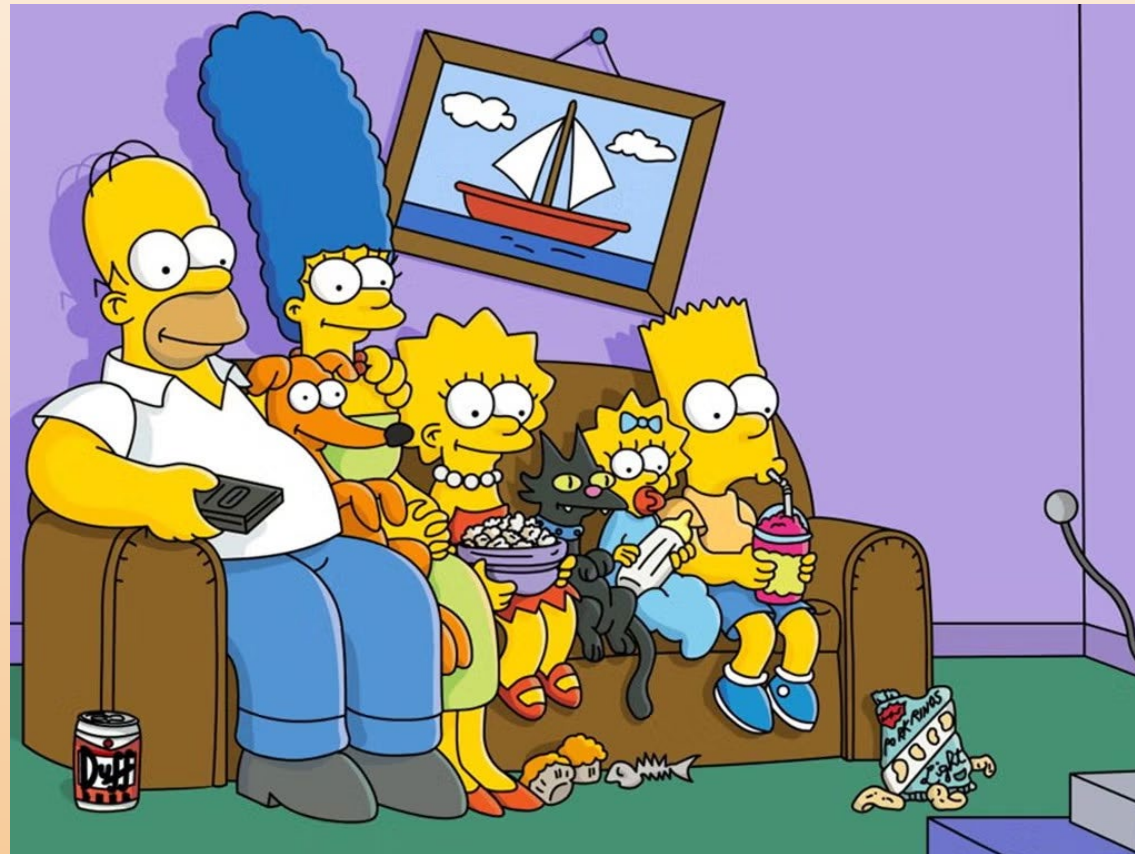
Making the Most of Meetings



Ray Langenberg, Special Counsel for Tax Litigation, Texas Comptroller

Tips for Leaders

1. Develop a reputation for punctuality.



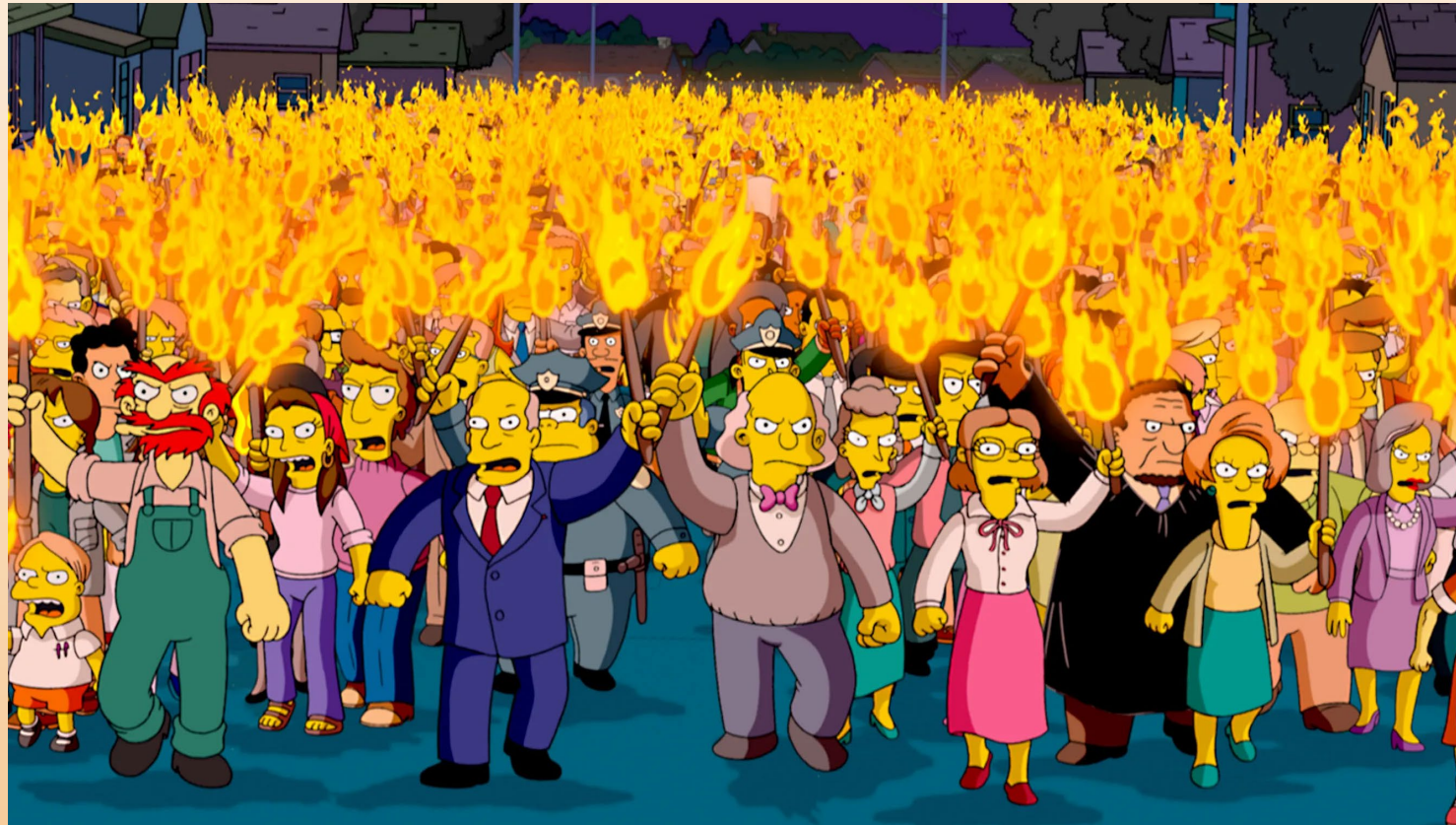
Tips for Leaders

2. Develop a reputation for a one-hour time limit.



Tips for Leaders

3. Engage everyone if you can.



Tips for Leaders

4. End with momentum –
decisions, next steps, assignments.



Tips for Participants

1. Start the meeting before the meeting.



Tips for Participants

2. WWID – What would I do?



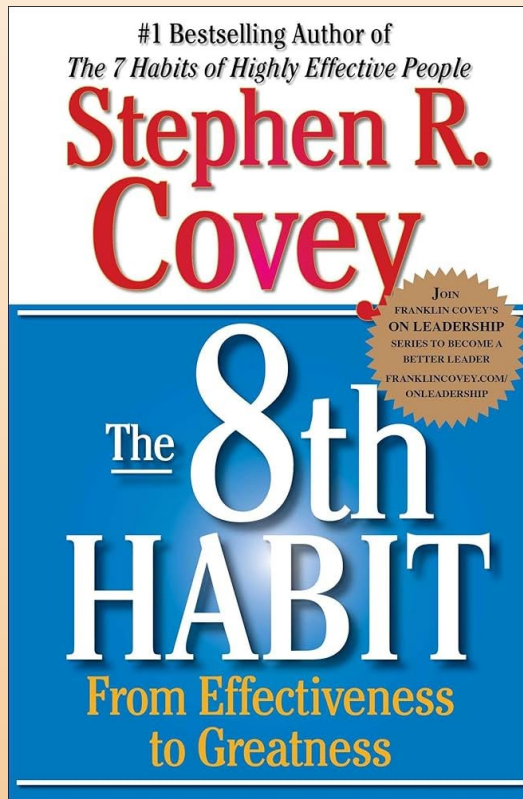
Tips for Participants

3. Nobody cares about what you think unless they care about what you think.



Tips for Participants

Nobody cares about what you think
unless they care about what you think.



1. Be proactive.
2. Begin with the end in mind.
3. Put first things first.
4. Think win/win.
5. Seek first to understand, then to be understood.
6. Synergize.
7. Sharpen the saw.
8. Find your voice and inspire others to find their voice.

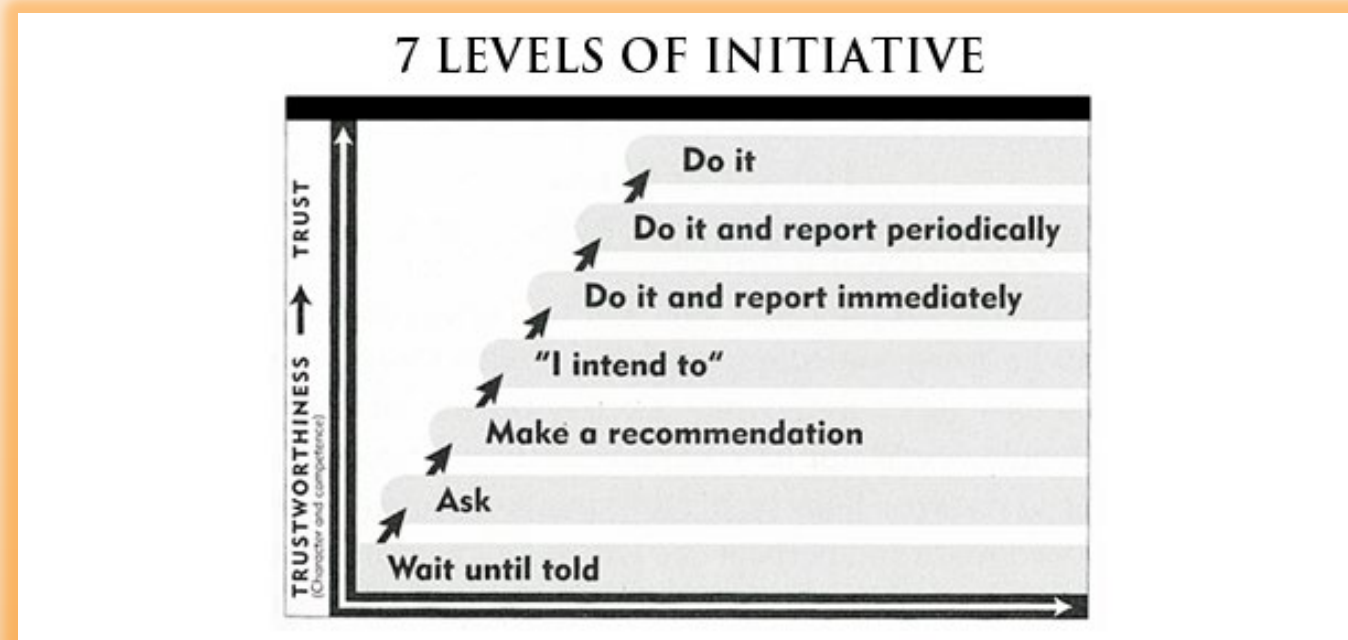
Tips for Participants

4. Read Chapter 7 – The Voice of Influence

- Ethos – Exceed expectations
- Pathos – Seek first to understand
- Logos – Then to be understood

Tips for Participants

4. Read Chapter 7 – The Voice of Influence



Tip for Leaders and Participants

Try to find joy in your endeavors.

