

# P.O.P.



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## Align Expectations, Preparations & Outcomes for Increased Meeting Productivity

Many meetings are unnecessary and unsuccessful. They lack an agenda (or plan); the intent of the meeting is not clear, nor are the expectations. Consider the meetings where some participants believe it is a brainstorm session, while others think the desired outcome is to make a decision—this misalignment creates wasted time.


To prevent this from happening to your meetings, try this technique. P.O.P. is a simple, memorable (and mnemonic) device designed to align everyone on the meeting expectations, preparations, and outcomes (i.e., what does success look like at the end of the meeting). Make it a requirement to accepting all meetings and see how quickly your team will adopt it!

In the meeting invitation, require the following three elements:

**Purpose** – Why are we meeting?

**Outcome** – What does success look like when the meeting ends?

**Plan** (standing agenda) – How will the meeting be conducted to achieve the outcome? What is the agenda? Are there any pre-meeting materials that will prepare the participants?

  
Send

**Title** Employee Policy Manual Revision (2-hour meeting)

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**Required** Leadership Team

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**Optional**

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**Start time** Wed 3/3/2021 10:30 AM  All day  Time zones

**End time** Wed 3/3/2021 12:30 PM [Make Recurring](#)

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**Location** ZOOM  Room Finder

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**Purpose:** To resolve a recommended employee policy manual adjustment.

**Outcome:** We agree on a language adjustment recommendation for leadership's review, with alternate options documented with reasons why not selected.

**Plan:**

- Pre-Session Prep:** There will be required reading materials sent prior to the meeting, and each option will be presented for decision.
- Session Agenda:**
  - Brief on why this policy adjustment is needed
  - Identify the proposed recommendations
  - Agree upon recommendation with reasons
  - Resolve what will be sent to leadership