

Etiquette for Business Meetings

- Speak one person at a time and listen when others are talking. Do not dominate the conversation, interrupt, participate in side conversations or make unnecessary comments.
- Stay on task and on the topic being discussed. Don't bring up other, non-related issues or get off purpose. Finish discussing the current topic before bringing up or attempting to discuss other topics.
- Hold questions and comments until the end of the meeting or other specified time. Wait for your turn or the appropriate time to speak. For example, bring up new business during the New Business part of the meeting.
- Be Patient and Calm. Do not fidget, drum your fingers, tap your pen, flip through or read materials not concerning the meeting, or otherwise act in a disruptive manner. Do not repeatedly ask if the meeting is over unless the agenda has been fully covered and the scheduled end time has passed.
- Give full attention to the meeting, don't text, check your emails, apply make up, comb your hair, clip your nails, listen to your iPod, etc. This is not the right place for it.