



# **Making Meetings Matter: How Smart Leaders Orchestrate Powerful Conversations in the Digital Age**

*James Ware PhD*

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It is common to feel that corporate meetings are a waste of time. Time that could be better spent getting “real work” done. But it doesn’t have to be that way. This book is dedicated to the proposition that meetings can be meaningful, productive, and even fun—all at the same time. We need to bring business meetings into the digital age in the same way that we have reinvented business planning and written communication. In a technology-rich world filled with people working flexibly, remotely, and across multiple time zones, the way we lead meetings is out of alignment with 21st-century organizational reality. This book is all about reinventing the business meeting. It offers advice and guidance for streamlining and strengthening all kinds of corporate conversations; but it focuses where it should, on the formal meetings that fill up over 50 percent of most managers’ calendars.

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