

**Chapter 1 : Cancel the Meeting Keep the Doughnuts by Richard A. Moran**

*Cancel the Meeting Keep the Doughnuts has 5 ratings and 0 reviews. An extremely practical collection of business maxims that provide humorous, insightful.*

BlockedUnblock FollowFollowing 2x entrepreneur. Sold both companies last to salesforce. Not fun, but a reality. And people reschedule meetings with me on a regular basis, too. If done correctly I never have any problem with it at all. Done poorly and it really puts a bad taste in my mouth. Give reflection to what inconvenience you may be causing. Let me give you an example. A couple of years ago an entrepreneur had requested a meeting with me to present his business. A friend that I respect had introduced me and asked me to meet with the guy. I always try my best to take meetings like this since my friend had clearly committed some political capital to his friend in saying he could help him get a meeting. The meeting was set for Wednesday, May 8th at 11am. A few days before the meeting the CEO asked me to change the meeting to As the day approached I noticed that there was a conference in LA that I wanted to attend. I wrote directly to his assistant asking why he had cancelled and made it clear that I had not attended a conference in town due to my having accepted this meeting. It was a big industry luminary and he needed to see whether he could meet with this advisor. But it is a very big bigwig indeed. Being the cheeky bugger that I am, this is the exact email I sent him courtesy of X1 " I never struggle to find old emails: I would have done the same. But as a gentleman I would have picked up the phone in advance and personally called the appointment to apologize for cancelling at the last minute " no matter whom I was meeting. Imagine being in my shoes where somebody cancels 30 minutes before your meeting by having his assistant call your assistant to say he needs to reschedule. I would have totally understood. Customers do come first. And this person was so important to his business that he should have stayed. But to have his assistant call my assistant was chicken shit. The problem with rescheduling meetings at the last minute is that people plan their calendars around your meeting. Here is how you cancel a meeting: If you need to reschedule a few days in advance " Whether you do your own scheduling or whether you have an assistant, a polite email to reschedule a meeting with a few days notice is usually acceptable. I always ask my assistant to be vigilant about knowing whether anybody has planned travel to attend a meeting with me or our firm. We write that into the calendar entry so that I and any my partners know this and would only reschedule if extremely urgent. The day before " This starts to get problematic. We usually try to re-slot them in quickly. We try to be very accommodating on timing. I assume that I owe them one. And obviously it is far worse if you were the person who had scheduled the meeting. In this case it warrants a personal email or better yet a phone call from you and a Herculean effort to reschedule the meeting. Recently a team flew to meet me. They came from New York. I assume that they also had other meetings in LA but they really wanted to meet me. I had been introduced by a friend. Their plane had to land in Las Vegas unexpectedly to refuel. I had no other open slots to meet them that day and they missed their window. Within an hour of the meeting " The sky better be falling. You better be eating humble pie. You better not be the person who was asking for the meeting. You should call personally to state your sincerest apologies. If the meeting is first thing in the morning e. But the third time it starts to get pretty annoying for the recipient. At a minimum you owe them lunch or do something surprising like sending cupcakes to their offices with an apology note. If multiple people are in the meeting " Do your best not to reschedule when meetings involve multiple people. Last minute changes with multiple people involved just exacerbates the inconveniences to others.

**Chapter 2 : How to write a polite meeting cancellation email even if it's urgent? - NEWOLDSTAMP**

*"Cancel the Meetings, Keep the Doughnuts" is all you need. Richard A. Morgan has interviewed workerbees at all levels, mid level managers and CEOs and has come up with some true gems. The book is a collection of one or two line gems from modern business thinking.*

While everybody makes plans and schedules appointments, not everything is always doable. Under certain circumstances, regardless of whether we cause them or not, we have to make changes to our plans. Timetable changes presume that other people adjust their schedules too, sometimes not to their advantage. At times, it might cause them certain trouble. Thus, whenever we have to annul an appointment or reschedule it, we have to notify other people and make sure they are fine with those changes. A proper way to do it would write an email to cancel the meeting. So what is a meeting cancellation email? An email cancelling a meeting is a polite and official way to withdraw from a scheduled appointment. You write it with a purpose of either by calling off or rescheduling your "online or offline" meeting. On the one hand, such an email is a formality; on the other, it is an official yet personal way to notify the recipient of the change in plans and apologize for the inconvenience in advance. Some of the typical situations when you ought to send a meeting cancellation email are as follows: You cannot make it to the meeting, because you fell ill You cannot make it on time because of traffic problems Your plans have changed so that the appointment is not relevant anymore You suddenly need to be somewhere else due to work- or family-related issues It is not possible to attend the meeting due to changes in your schedule An error in scheduling has occurred, and it has turned out that there is no available time slot for the meeting So, whenever or for whatever the reason, you are about to cancel a meeting, email is a perfect medium to do this because: If you want to be absolutely sure that your recipient has received your message and will respond to it, you can also notify them of a meeting revocation on the phone. In most cases, sending an email is sufficient. How to write a meeting cancellation email: Imagine all the inconvenience this might cause them and try to milder their dissatisfaction through politeness and apology. So, the key rules for crafting a meeting cancellation email template are: Write an email yourself First of all, do not leave this task to your assistant. It is better to dedicate some time and write it yourself, or at least from your own email address. You can have your assistant remind you to write such an email if you must. Calling it off half an hour before the scheduled meeting is bad manners at the very least. Make it so that a person has enough time to adjust his or her schedule. If it is a last-minute email, you need to have a very good reason. Provide a good explanation about why a meeting has to be postponed You need to explain why you cannot attend. Otherwise, a person might think that you are canceling because you just decided so. As a result, they may start to think that you are not a reliable person. You need not give a very detailed explanation to keep the message brief and to-the-point. Propose a time to reschedule Suggesting a new time will mean that meeting this person is still important to you. Show that you are interested in the appointment despite the need to terminate it. Propose a few time slots but stay open to counter-proposals. Give your recipient a possibility to adjust his or her schedule. End the letter with appreciation At the end of your email, you should thank the person for his or her consideration of your situation. Appreciate the fact that they have found the time to read your email and maybe even compromise their plans in your favor. You should understand that it is not that easy to make adjustments in a schedule, especially for business people. The sooner you click the Send button, the easier it will be for your correspondent to make changes in their schedule, and the more chances they will do so. In absolutely no case should you postpone sending your email for cancelling a meeting until the very last minute. How to write an email for cancellation of a meeting for multiple people If you are rescheduling a meeting with multiple people, do it well ahead of the appointed time. When you do it in the last minute, bear in mind that it will be overly hard to plan a meeting which all of the attendees can be present at. It takes a lot of effort to agree upon the time slot that is suitable for everyone. You should either ask each participant to suggest their date and time or propose a few openings yourself. Also, prepare to be flexible: Follow up with a personal apology email for cancelling a meeting When rescinding an appointment, always make sure that the other party has received your message and taken it into consideration. You can write a meeting cancellation

email follow-up later, in order to see whether the person has accepted your suggested time slot and that they do not hold grudges for you terminating a scheduled encounter. In such an email, you need to reiterate your apologies, thank the other person for their understanding, and include a call to action, which can be asking them to reply to this email, to call you, or to RSVP to a created event in the online calendar. A Cancelling a staff meeting by a boss Subject: Please accept my sincere apologies for such short notice and any inconvenience this may have caused. I know how important it is for you to finally work out a plan for the next quarter. I will write you by the end of the week and suggest a new appointment date.

**Chapter 3 : Types of meetings: 6 to keep, and 2 to cancel**

*Note: Citations are based on reference standards. However, formatting rules can vary widely between applications and fields of interest or study. The specific requirements or preferences of your reviewing publisher, classroom teacher, institution or organization should be applied.*

BlockedUnblock FollowFollowing 2x entrepreneur. Sold both companies last to salesforce. Canceling meetings is a part of modern day life. Not fun, but a reality. People reschedule meetings with me on a regular basis, too. If done correctly I never have any problem with it at all. Give reflection to what inconvenience you may be causing. Let me give you an example. A couple of years ago an entrepreneur had requested a meeting with me to present his business. A friend that I respect had introduced me and asked me to meet with the guy. I always try my best to take meetings like this since my friend had clearly committed some political capital to his friend in saying he could help him get a meeting. The meeting was set for Wednesday, May 8th at 11am. A few days before the meeting the CEO asked me to change the meeting to As the day approached I noticed that there was a conference in LA that I wanted to attend. I wrote directly to his assistant asking why he had cancelled and made it clear that I had not attended a conference in town due to my having accepted this meeting. It was a big industry luminary and he needed to see whether he could meet with this advisor. He was the one asking me for a meeting to raise money and then canceled me to be at the conference. I would have done the same. But as a gentleman I would have picked up the phone in advance and personally called the appointment to apologize for canceling at the last minute – no matter whom I was meeting. I would have totally understood. Customers do come first. And this person was so important to his business that he should have stayed. But to have his assistant call my assistant was chicken shit. The problem with rescheduling meetings at the last minute is that people plan their calendars around your meeting. Here is how you cancel a meeting: If you need to reschedule an in-person meeting do it a few days in advance – Whether you do your own scheduling or whether you have an assistant, a polite email to reschedule a meeting with a few days notice is usually acceptable. I always ask my assistant to be vigilant about knowing whether anybody has planned travel to attend a meeting with me or our firm. We write that into the calendar entry so that I and any my partners know this and would only reschedule if extremely urgent. The day before – This starts to get problematic. We usually try to re-slot them in quickly. We try to be very accommodating on timing. I assume that I owe them one. And obviously it is far worse if you were the person who had originally requested the meeting. In this case it warrants a personal email or better yet a phone call from you and a Herculean effort to reschedule the meeting. Recently a team flew to meet me. They came from New York. I assume that they also had other meetings in LA but they really wanted to meet me. I had been introduced by a friend. Their plane had to land in Las Vegas unexpectedly to refuel. I had no other open slots to meet them that day and they missed their window. Within an hour of the meeting – The sky better be falling. You better be eating humble pie. You better not be the person who was asking for the meeting. You should call personally to state your sincerest apologies. If the meeting is first thing in the morning e. But the third time it starts to get pretty annoying for the recipient. At a minimum you owe them lunch or do something surprising like sending cupcakes to their offices with an apology note. If multiple people are in the meeting – Do your best not to reschedule when meetings involve multiple people. Last minute changes with multiple people involved just exacerbates the inconveniences to others.

**Chapter 4 : Donut Dunkers Club Meeting | Keep Your Eye Upon the Donut**

*Lots of change efforts have begun with free food and fewer meetings. That approach leads to weight gain but not much change. Some would say the only way to change a culture is to change the people.*

But how can you make sure your huddles are productive affairs? Here are some ideas. Stop derailment before it starts. Author of " Smart Leaders, Smarter Teams: First, spell out and get agreement on the purpose of each part of the meeting. Hold your stand-up meetings at 5 p. I inherited chairmanship of a weekly meeting on warranty returns that typically drug out to between 1. Two thirds of the twenty people that attended had no reason to be there beyond the free doughnuts that were furnished, but had to have their say so usually off topic. One morning, the big wheels had preempted the main conference room, and had taken all of the chairs from the smaller one we had to use they took all the doughnuts too. The meeting took just 20 minutes. From then on I held the weekly meeting in the small conference room and made sure there were no chairs or doughnuts. Within 3 weeks the number of attendees had dropped dramatically and we were able to get back to work within 15 to 20 minutes with everything the meeting was supposed to accomplish done. Within a couple of months, attendance was down to the 4 people that really needed to be there and the meeting was moved to my office. Another benefit of standing--it gets people off their butts. According to the American Heart Association nearly million children and adults in the United States are overweight or obese. Make sure everyone is on the same page. LinkedIn has done away with in-meeting presentations because people can read them on their own. It never ceases to amaze me how often meetings go off the rails by virtue of semantic differences. Agree on rules and have them enforced by an issue-neutral person. The worst offenders when it comes to derailing meetings are ramblers, bores, show-offs, latecomers, naysayers, timewasters, and minutia-minders, writes Charlie Hawkins , president of Seahawk Associates, an Albuquerque, New Mexico-based management resource for strategic planning, idea generation, and communications effectiveness. The first thing to do, he says, is agree on ground rules. For example, your team could agree that meetings will start and end on time, a prioritized agenda will be followed and no side conversations are allowed. You could even make a rule that chronic latecomers will be tasked with facilitating the next meeting. Then, when ramblers ramble, someone can raise the agenda rule. Use some kind of parking lot--a board, paper or other mechanism--for capturing side issues that can be addressed at a later time. And you can appease attention-seekers by giving them a job, such as timekeeper. Work with a particularly disruptive person? Oct 4, More from Inc.

**Chapter 5 : The Right Way to Cancel a Meeting – Both Sides of the Table**

*Cancel The Meetings Keep The Doughnuts And Other New Morsels Of Business Wisdom Free Download Find Helpful Customer Reviews And Review Ratings For Cancel The Meetings.*

These meetings are a huge waste of time. Many teams use group chat to share updates and ask questions as they arise. When done right, those are actually team-building events. More on that below. There are plenty of ways to get your meeting fix that will actually benefit you and your team. The types of meetings in this category are typically discussion-heavy – but again: This will include subject matter experts, select stakeholders, and the person who will ultimately make the call. In either case, emails, chat, or shared documents are more efficient. Your action plan is the outcome that really makes these meetings valuable for the business. One mind catalyzes another. The key here is to choose the right people to collaborate with. Diverse knowledge, skills, backgrounds, and opinions are incredibly valuable in this context. Of course, all that diversity is for naught without trust. Like decision-making meetings, the trick to running a successful planning meeting is making sure everyone comes in with enough background knowledge to actually make progress on your plan. Then set up a time to meet again. The open, democratic nature of the forum and the authentic, unscripted answers from people you may not otherwise have access to is priceless. Your goal is for both manager and direct report to walk away with a shared understanding of the long-term, big-picture stuff. Use these meetings to build the relationship. Talk about career goals and how to reach them. These are the types of conversations that build a trusting relationship.

**Chapter 6 : Here's How to Cancel a Meeting the Right Way – Both Sides of the Table**

*Wait, keep the doughnuts, just put them in the kitchen. Meetings are habit forming. We are trained in how to conduct effective meetings, but maybe we should be trained in whether or not we really need to have the meeting.*

Cancel Meetings and Keep Doughnuts? Last month, Merriam-Webster declared the word of the year: Who can argue with a dictionary company? Of all the billions and billions of words in the dictionary, culture is the one with the biggest increases in lookups? I think that people are trying to understand the word culture, how to measure it and most importantly, how to change it. I doubt that people were searching for the word because they wanted to qualify as a classical music lover or learn how to eat caviar with the Downton Abbey folks. Could be that some were interested in how a pearl develops, but I doubt it. Boy George and the Culture Club? People are trying to understand what the word means relative to our own organizations. As in, what is corporate culture? And, do I like the culture here? I am not surprised that culture is the word of the year. The culture answers the big questions like: What is important and how we do things around here? Who makes decisions and what factors are decisions based on? How do we treat each other? With care and respect? Or, is everyone competing? Are we all enemies? Do we work like dogs or do we bring our dogs to the office? Can we really tell the truth to each other? Does my contribution count? When the culture is off track, nothing is quite right. Pay and benefits might be good, maybe you just received a promotion, no matter, you still dread going to work in the morning. We have all been in successful organizations where the culture is not right. See rowers on Viking ships. We have also all been in organizations where everyone talks about culture and there are efforts to improve it, but it still sucks. Cultures are tough to change. Lots of change efforts have begun with free food and fewer meetings. That approach leads to weight gain but not much change. Some would say the only way to change a culture is to change the people. The fact that so many organizations are looking at culture is a good thing. And organizations are not just reviewing culture – changes are being made.

## Chapter 7 : Keep Canceled Meetings on Outlook's Calendar

*An email cancelling a meeting is a polite and official way to withdraw from a scheduled appointment. You write it with a purpose of either by calling off or rescheduling your "online or offline" meeting.*

We dissuaded him of the notion. Some companies are eliminating the performance review process. Why not keep going and eliminate meetings? What would happen if we just stopped meeting? Colleagues would not work together as well. It does help to know one another, but is partnering enhanced through meetings? The alternative could be checking project schedules and checking for intersections. Maybe the projects would get completed earlier. Team building would not exist. I am not sure most people look at meetings as team building activities. Lunch is more likely to be seen as team building time. At a time when lots of people work at home, team building can come when time spent together outside of meetings is scheduled. Things do get resolved in these interactions. People figure out how to get together to solve problems without having a routine meeting. Conference rooms could be rented out for Airbnb use. Think of the weight we could lose by not sitting for hours and eating doughnuts. Wait, keep the doughnuts, just put them in the kitchen. Meetings are habit forming. We are trained in how to conduct effective meetings, but maybe we should be trained in whether or not we really need to have the meeting. Big, progressive companies have eliminated the routine performance review. Why not move on to meetings. Can we try it? Should we have a meeting about it?

## Chapter 8 : Cancel Meetings and Keep Doughnuts? Corporate Culture Counts Â«

*Two thirds of the twenty people that attended had no reason to be there beyond the free doughnuts that were furnished, but had to have their say so (usually off topic).*

Agile Product Development from Gang. Others types of meetings, however, are genuinely useful and can even be a lot of fun if you know how to do them right. Virtual collaboration is a solid alternative to two of the most wasteful and dreaded types of meetings: But this often makes project leaders nervous about team communication, so they establish a recurring status meeting to guarantee information gets shared. These meetings are a huge waste of time. This alternative also allows team members to share their updates at a time that works for them, instead of interrupting their work at an arbitrary time. Many teams use group chat to share updates and ask questions as they arise. This way, sharing information with your team becomes a natural part of the way you work and teams that use this approach tend to communicate more effectively and frequently overall. Bonus points if you write it as a page on your company intranet so people have the opportunity to comment and ask questions. That kind of engagement promotes a culture of actually reading what your co-workers share with you. When done right, those are actually team-building events. More on that below. If the thought of canceling your recurring status and information-sharing meetings makes you hyperventilate a bit, take heart. There are plenty of ways to get your meeting fix that will actually benefit you and your team. Effective meetings produce a tangible outcome and do it faster or better than asynchronous collaboration. The types of meetings in this category are typically discussion-heavy â€” but again: The right way is to gather a group of people who already have enough background information to find the best way forward and have the authority to actually make the decision right there in the meeting. This will include subject matter experts, select stakeholders, and the person who will ultimately make the call. In either case, emails, chat, or shared documents are more efficient. Your action plan is the outcome that really makes these meetings valuable for the business. One mind catalyzes another. The key here is to choose the right people to collaborate with. Diverse knowledge, skills, backgrounds, and opinions are incredibly valuable in this context. Of course, all that diversity is for naught without trust. Meeting in real time is a no-brainer. Like decision-making meetings, the trick to running a successful planning meeting is making sure everyone comes in with enough background knowledge to actually make progress on your plan. Then set up a time to meet again. But when done right, all-hands meetings are great for team building. The open, democratic nature of the forum and the authentic, unscripted answers from people you may not otherwise have access to is priceless. Your goal is for both manager and direct report to walk away with a shared understanding of the long-term, big-picture stuff. Use these meetings to build the relationship. Talk about career goals and how to reach them. These are the types of conversations that build a trusting relationship. Discussing when and why to meet can be done just as effectively and far more time-efficiently over email or team chat. For more details on the types of meetings discussed here, handy tips, and proof that no meeting is complete without a rubber chicken , check out our other meeting-flavored posts. Download the free agile tools checklist from Gang. This guide will help you choose the right agile tools to position your team for success. Read More From DZone.

## Chapter 9 : Can We Collectively Agree to Cancel Meetings? Â«

*A few days before the meeting the CEO asked me to change the meeting to because "he was going to be wrapping up a meeting in Pasadena at 11am" and it would take 45 minutes to get to Century City where my offices are.*