smartsheet

WFH Meets ASAP

3 ways virtual meetings become real action.

It's a new world, and we're all finding our way through a new uncharted reality. In this dynamically changing landscape, people are working separately, remotely — and at the same time, coming together in new ways, all wanting to make a difference.

So how do we do that?

Virtual meetings are great for connecting with your team, surfacing concerns and ideas, and making a plan. But that's only the beginning. The key is turning virtual meetings, decisions, and plans into real action. And this guide will give you specific steps you can take right now.

The formula for success in today's dynamic world:

Great collaboration + Smart execution

Here are three ways Smartsheet can help you make the most of your virtual meetings and empower your teams to work together in a new, more productive way.
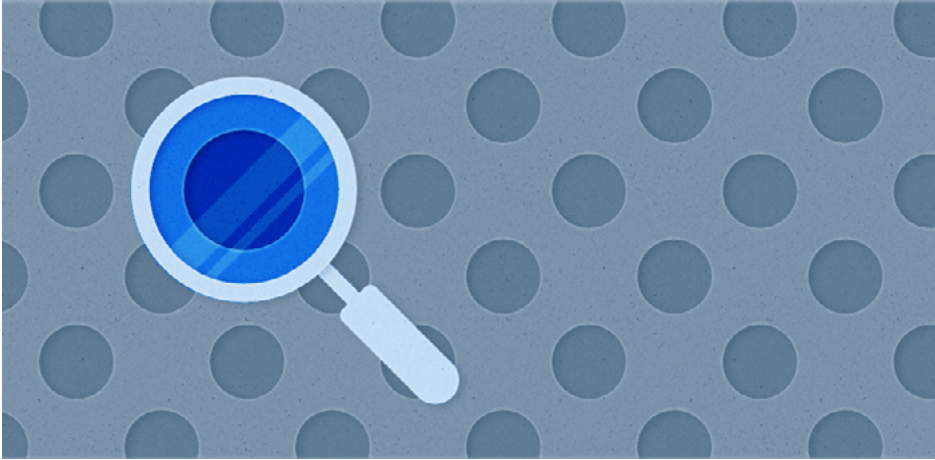
1. Make every meeting count.

First things first: Ask yourself whether you actually need to meet. If the answer is yes, be clear from the start what you want to get out of your meeting.

Next, create a meeting agenda and share it in advance so people know what's expected of them. When you're moving fast and things are changing on the fly, it's easy to skip this step, but it's even more critical now to keep everyone on track and on task. For complex or recurring agendas, create an agenda sheet in Smartsheet to track, sequence, and prioritize items, or use your project sheet to surface items on your agenda. **You can find one here.**

Working in a project sheet during your meeting is an easy way to capture all of the information in one place. Make sure to include specific action items, who's responsible for getting them done, and deliverable dates. With business conditions changing rapidly, tasks often change hands multiple times, so it's important that everyone has a clear reference point to keep teams on track.

Related content
Are you using meetings the wrong way?

2. Spark action.

To make sure everyone can hit the ground running when the meeting's done, use your time together to work toward solutions, rather than discussing project status, progress, or other data you can easily share before the meeting.

With a project sheet in Smartsheet, you can give your team a common source of truth, so they'll always see at a glance what needs to be done. Team members can easily update the status of their deliverables right in the sheet, so you can quickly streamline updates in your virtual meetings. That means you'll have more time to spend on things that keep the work moving forward — like discussing blockers and next steps, brainstorming new ideas, and quickly responding to rapidly changing business needs. **Here's an example.**

As you move from meeting time to work time, keep everyone on the same page by bringing important conversations, emails, and ideas into your project sheet. Not only does this help you cut down on unnecessary meetings and constant pinging for information, it's also easier for anyone who missed the meeting to quickly get up to speed and bring your projects across the finish line.

Related content ⬈
451 Research: Coronavirus quick fixes aren't scalable; business leaders must rethink work itself
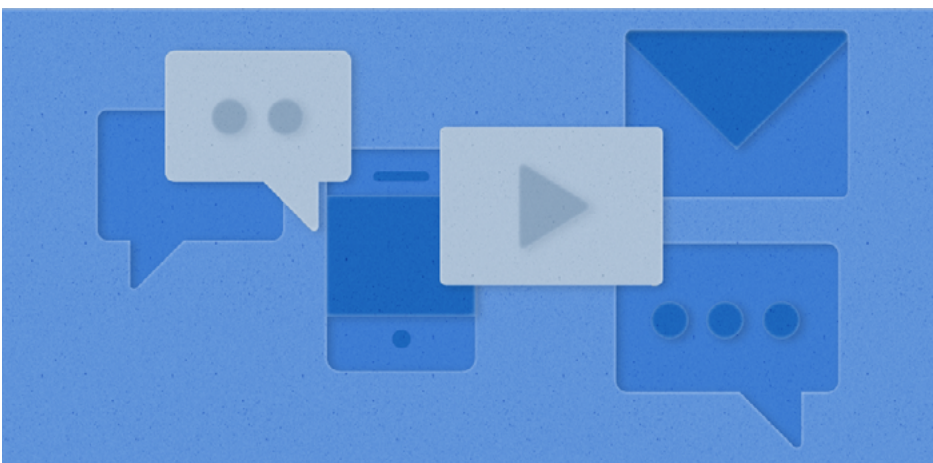
3. Define success.

In this new reality, the work dynamic is always changing. So, it's important to be realistic and clear about what success looks like for you, your team, and your organization. If the goal posts move, move with them. As resourcing needs change, stay organized and ready for quick handoffs. And reset expectations whenever you need to — even if it's multiple times a day.

In a world where change is the new normal, Smartsheet can help you and all your teams be more agile, work smarter, and keep moving forward.

Download the Project Tracking and Rollup template set to easily get any project up and running. You can keep all your critical project information in one place and share with your teams to enable easier collaboration. This template set will enable you to:

• **Plan, schedule, and assign** project tasks organized by phase

• **Stay on top of at-risk tasks** to ensure that you're meeting deadlines

• **Access project information** through a Project Rollup Dashboard

• **Report on milestones** to stakeholders along the way

And as you figure out how to turn virtual meetings into action, don't forget to celebrate your success and achievements along the way. Because we're all in this together — rising to the occasion, sharing our best thinking, and getting it done.

Get going with Smartsheet.

Can do.

smartsheet