Most people think meetings are all too often a waste of time. But Marvin Weisbord and Sandra Janoff say that’s only because of the way most meetings are set up and run. In Don’t Just Do Something, Stand There they offer ten principles that will allow you to get more done in meetings by doing less.

The key is knowing what you can and can’t control. You can’t control people’s motives, behavior, or attitudes. That’s one area where most meeting leaders “do something” that actually does nothing. But you can control the conditions under which people interact, and you can control your own reactions. Based on over thirty years of running meetings for all kinds of organizations all over the world, Weisbord and Janoff show exactly how to establish a meeting structure that will give everyone a sense of common vision and purpose, make productive use of dissension, and encourage people to take responsibility rather than passively waiting to be told what to do. And they offer advice for making sure your own emotions don’t get in the way—for knowing when to “just stand there” rather than intervene inappropriately or unproductively. This book shows you how to improve your own skills while changing the world one meeting at a time.

“Janoff and Weisbord taught us to have the kind of meetings we’ve always dreamt of! We have learnt about our capacity to address the really big tasks with all the right resources. And with inspiration and respect!”

—Josephine Rydberg-Dumont, Managing Director, IKEA of Sweden