

Social scientists reveal everything you need to know about holding the perfect meeting

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Does your boss have an unhealthy relationship with flow charts? Do your colleagues scroll on their phones during meetings? Do you find meetings that should take 15 minutes last an hour?

You're not alone, but help is on the way thanks to a team of psychological scientists who analyzed nearly 200 scientific studies of workplace meetings. Their report — with actionable tips on how to improve meetings — is published in the latest edition of the peer-reviewed "Current Directions in Psychological Science," a journal of the Association for Psychological Science.

"Meetings are generally bad, but meeting science shows us there are concrete ways we can improve them," says Joseph Allen, an associate professor in industrial and organizational psychology at the University of Nebraska Omaha. Obviously, be organized, start on time, come prepared, participate.