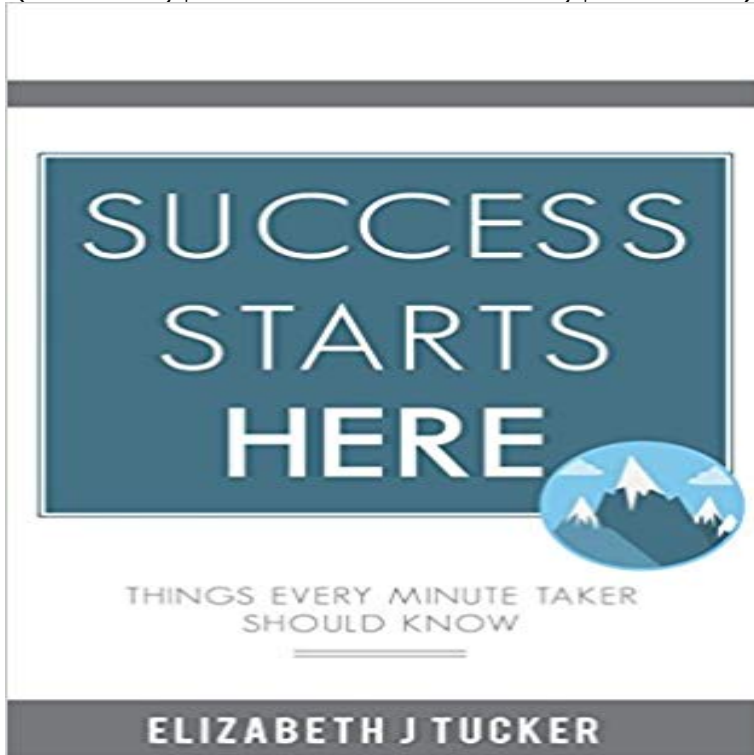


Success Starts Here: (Things Every Minute Taker Should Know) (Meetings and Minute Taking Book 3)



Although most attendees dont have the skills to be an effective minute taker they are very critical of poor minutes. Everyone has an opinion about what good minutes look like. By understanding the rules of minute taking you will be in a position to be the subject matter expert. I wrote Success Starts Here to remove some of your fears about minute taking. I hope by the time you reach the end of the book I will have succeeded. Success Starts Here is a practical guide that will help new and experienced minute takers. Its designed to be your go-to book when you need a little help. Success Starts Here (Things Every Minute Taker Should Know) is part of a series of three books. The other two books in the series are - The 7 Deadly Sins of Chairing Meetings (Lets Get it Right Every Time) and The 5 Ps For a Perfect Meeting (A Step-by-step Guide to Navigate Meetings Like a Pro). Each book is designed to be a practical guide. You will find handy hints and exercises throughout each book. The exercises will test your knowledge or provide you with an opportunity to think about how you and your organisation currently operate. Although minute taking requires a specific set of skills, anyone can learn effective minute taking skills. By the end of this book you will know how to create clear, concise and accurate minutes. Then all you need is plenty of regular practice to hone your new skills. Minute taking is a very useful and transferrable skill. There are always opportunities for good minute takers so you never need to be short of work. Good luck!

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