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MEET THE WINNERS

Our annual real estate deals of the year. **INSIDE**



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Mary Ann Masur
is today's

CAREER Coach

Q: Lately I have been frustrated with how our meetings are going. I don't feel like we are making progress. What should I do?

A: There are several things that you can do to ensure that the meeting is run more effectively.

- Determine the outcome at the beginning. By clearly defining the purpose of the meeting, your frustration level will decline because you will know what to expect.
- Prior to the end of the meeting, leave time to wrap up. Review who is doing what and by when.
- If you are uncertain about what is being discussed, ask for clarity.

MARY ANN MASUR, a business coach, speaker and author, can be reached at maryann@synergy-consultants.net.