## Overtime Job Aid

* Determine your constraints
  + Is the room or venue available for overtime
  + Do attendees have to travel and cannot stay
* In a small meeting, gain consensus to go into overtime
* Give choices
  + In a large meeting, provide a brief break at the normal end time so those who have to leave will do so during the break and not the meeting
  + In a small meeting, allow those who need to leave to do so
* If overtime is not an option, determine what agenda items will be missed and plan an alternative way of getting the information to the attendees
  + Follow up email
  + Topic saved for next meeting
* Warn attendees in advance that the meeting will over run
* Determine how much more time will be needed
* Communicate the extra time to the attendees

Notes: