

How to have productive PhD advisor meetings

1. Be mindful that time is scarce.
2. Organize your thoughts beforehand.
3. Come with a written agenda.
4. Prepare a set of slides to aid discussion.
5. Make it clear what your objectives for the meeting are at the start.
 - Examples: (1) explore early-stage research ideas, (2) discuss learnings from field visits and their implication for empirical findings, (3) seek feedback regarding the triple-difference strategy, (4) discuss what's behind the strange estimates of the effect of X on Y, or (5) discuss some tables and figures, etc.
6. Be specific about what you want feedback on.
7. Make sure to connect your specifics to the objectives and your previous discussion.
8. Be professional. Read articles and books on how to conduct professional meetings productively and apply the lessons.