

## How to have productive PhD advisor meetings

1. Be mindful that time is scarce. Use the time as efficiently as possible to report on your progress and maximize the productiveness of the meeting.
2. Organize your thoughts thoroughly beforehand.
3. Come with a written agenda.
4. Prepare a set of slides to aid discussion as you report on your progress.
5. Make it clear what your objectives for the meeting are at the start. E.g.: we will (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 mindful that your advisor may not remember the general idea or bigger picture of what you are working on. Make sure to connect your specifics to the bigger picture and the overall objectives.
7. Be precise about what research question you are trying to answer, how you are trying to answer it, what the obstacles and challenges are, and what your plan is for next steps.
8. Be specific about what you want feedback on. Your goal is to get the advisor to engage with the details of your research so that they can provide specific feedback to improve the research plan that you have devised and the research output that you have put together so far.
9. Be professional. Read articles and books on how to conduct professional meetings productively and apply the lessons.