

## MEETING GUIDELINES

Ideas to impact the way we meet designed to save time, optimize discussions and clarify next steps.

### BEFORE WE MEET

#### ASK PRE-QUESTIONS

- Can this be handled without a meeting?
- Do you have the people and information you need to schedule this meeting?
- Do we have a specific purpose to meet?

#### SET PARAMETERS

- Try unique start times to encourage promptness (12:15, 9:45).
- Start scheduling 25 minute and 50 minute meetings to allow white space.
- Communicate (and abide by) a policy of starting and stopping meetings exactly on time.

### WHILE WE MEET

#### OUTLINE THE RULES

- Open every meeting stating, "The purpose of this meeting is \_\_\_\_\_."
- Institute a "One Speaker at a Time" rule.
- Pass out a playing card to 4 people: From highest card on down, assign roles.
  - Keeps track of time and notifies when meeting is nearing end; set timers per topic if need be.
  - Helps discussion stay on track and guides errant conversation back on topic.
  - Moderates interrupters, over-speakers and naysayers.
  - Plays Devil's Advocate and presents counter ideas to what's being discussed.

#### STAY PRODUCTIVE

- Corral all cell phones in a box or basket prior to meeting start.
- Address most important issue first.
- Insert a "one minute of silence" if the conversation gets complex or heated. Ask attendees to think on what's being said, let it all digest, then re-start the conversation.
- Respect decision input: Before an important decision is to be made, ask each participant to state their position and the thinking behind their position. Don't allow debate or questions. Each person has 1-2 minutes to say what they need to say.

#### SUPPORT INCLUSIVITY

- Encourage all voices to contribute.
- Offer alternate ways of proving input or feedback.
- Respect the differences in how people think and discuss.

#### TAKE ACTION

- Identify who is doing what and by when as a post-meeting action item.