Hitchhiker's Guide to Meetings

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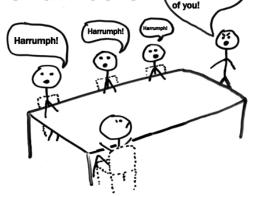


Paraphrase.

Summarize

Avoid Echo Chambers

Seek a conflicting opinion.



Listen with your Ears



Actively listen to what they are literally saving.

Remember, you have filters.

Listen with your Eyes

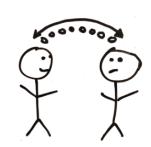


contact and read non-verbal cues.

Empathize

to understand, to see through the eves of another.

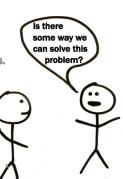
"Let me be sure I understood what you said"



Ask

Use different types of questions.

Fact-finding General (Open) Direct Leading



Paraphrase

Play it back to them and obtain control in the conversation.

Shows you are listening to them (and you care).

Provides a clarifying effect for others in the meeting.



Summarize

Brief + Concise + Inarguable

Establish authority

Reconnects audience

You have reached the end.

Utilize eye



Searchable notes

Make meeting notes accessible and searchable for everyone who participates

...including people who **Meeting Invitation** weren't even invited.



End early

You may naturally allow a meeting to take its whole allotted time.

Make it a mission to end it early, or not have



Raise up the Conflict



Conflict is interesting. Every problem has conflict, expose it and address it.

Avoid Big Meetings

Dialogue is challenging.



Remember our similarities Everyone is different



...want to be treated with dignity and respect.

...want to be asked and not told. ...want to know why we are being asked to do something

...would rather have options than threats. ...want a second chance to make matters right



Bikeshedding

Perspective weaving

Weave the story of others into vours.



Meet individually with others to understand their perspective.

You are attracted to:













Queue-based Meetings

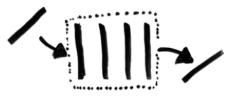
Describe the goal

Criteria to cancel

List any preparation

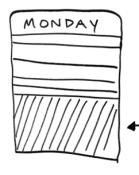
Routine group work may require routine meetings.

Schedule a re-occurring meeting that only occurs based on the queue of topics / work.



Defragment your Calendar

Establish scheduling patterns within your teams to keep routine meetings to segments of your day (morning / afternoon)



Minimize distractions during meetings

Manage their impact on your ability to focus.



