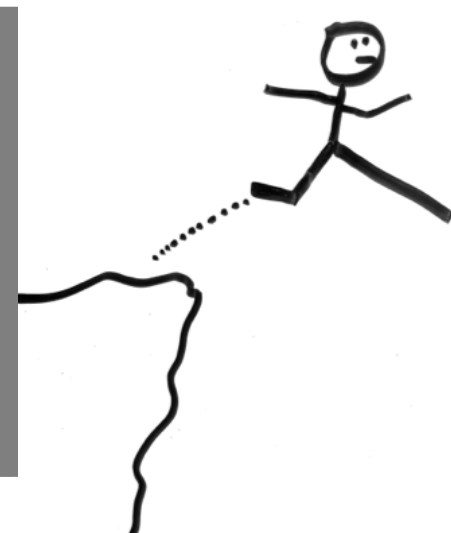


Hitchhiker's Guide to Meetings

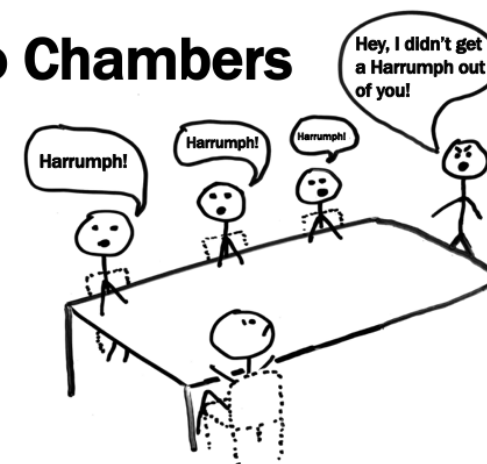
by: Carl Chesser | @che55er



Listen
Empathize
Ask
Paraphrase
Summarize

Avoid Echo Chambers

Seek a
conflicting
opinion.



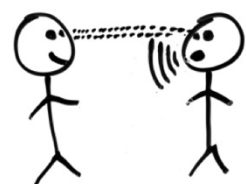
Listen with your Ears



Actively listen to what they are literally saying.

Remember, you have filters.

Listen with your Eyes

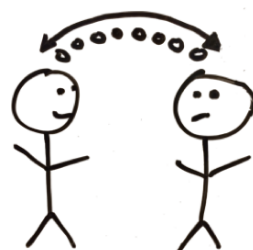


Utilize eye contact and read non-verbal cues.

Empathize

to understand, to see through the eyes of another.

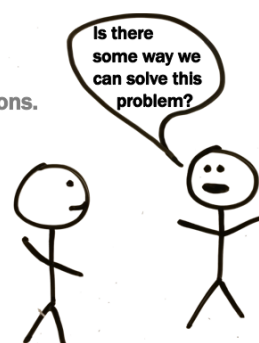
"Let me be sure I understood what you said"



Ask

Use different types of questions.

Fact-finding
General (Open)
Direct
Leading

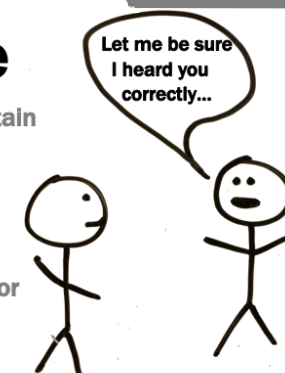


Paraphrase

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.

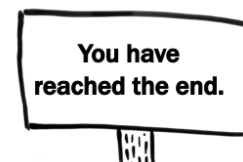


Summarize

Brief + Concise + Inarguable

Establish authority

Reconnects audience



Searchable notes

Make meeting notes accessible and searchable for everyone who participates