

### Open the meeting

Raise your hand if you'd like to speak

Speak 1/Nth of the time

Even with good intent, own outcomes

Go over the agenda

### Helpful statements in conversations

I would be interested to hear <X>'s perspective on the topic, if they'd like to share

My feelings are not up for discussion

### Action prompts

|                                              |                                                     |
|----------------------------------------------|-----------------------------------------------------|
| Who have you not spoken to for three months? | Reach out to them and ask what's going on for them. |
|----------------------------------------------|-----------------------------------------------------|

|                                                |                            |
|------------------------------------------------|----------------------------|
| Who in your network would you like to connect? | Send an introductory email |
|------------------------------------------------|----------------------------|

### Reflection statements

Are you being welcoming but not inclusive?

What's the last piece of feedback you received?

### Preparing meetings

Provide agenda for meetings so that people can (1) prepare their points and not be put on the spot and (2) know what to expect

With any decision making process, provide a decision timeframe (e.g., two days) instead of a decision moment (NOW)



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