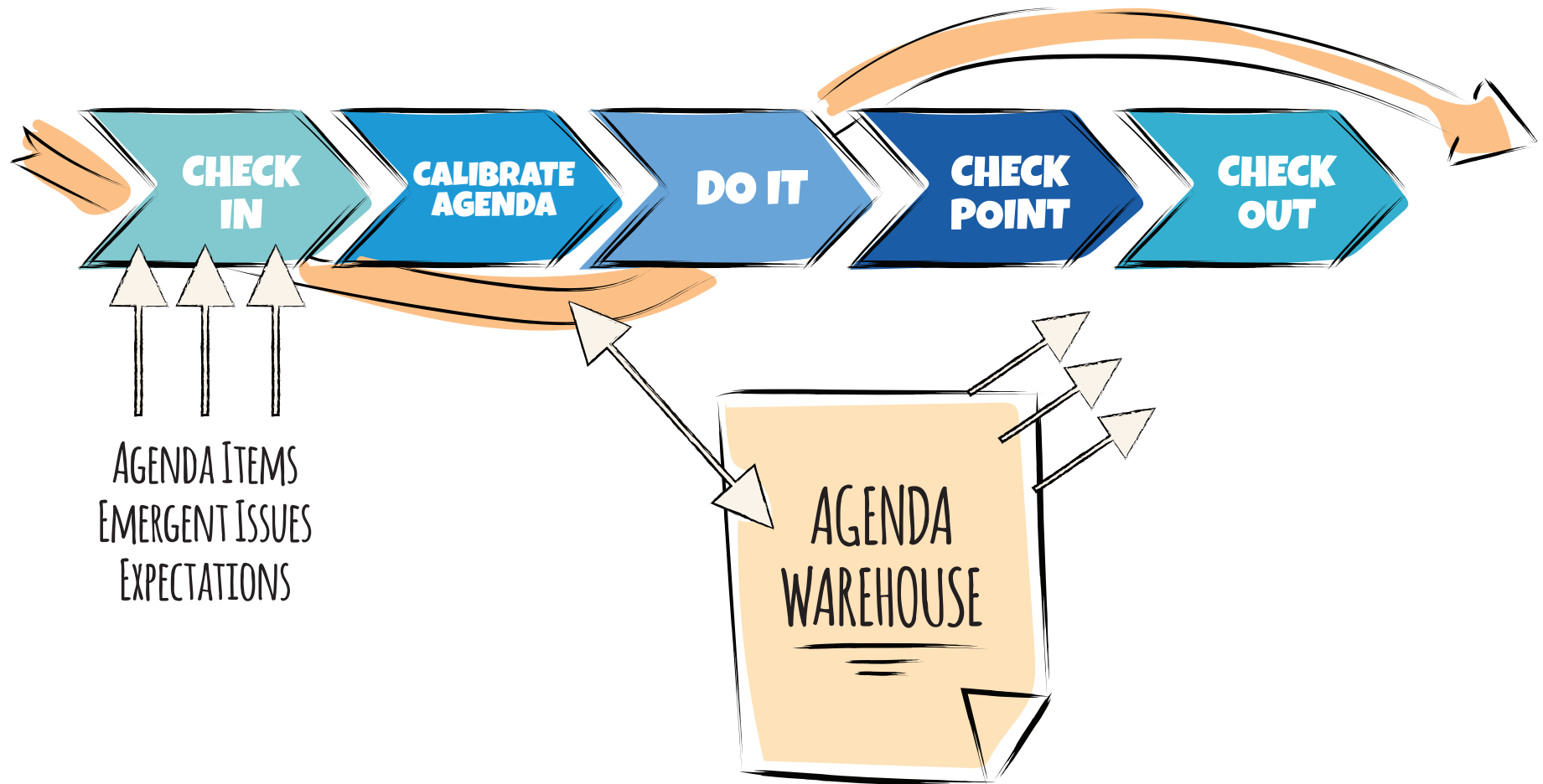


# MINDFUL MEETINGS

A meeting is a form of communication. Most communication, fully 94%, is made up of ritual and affect. Only 6% of communication is the actual words. In order to conduct effective meetings, where quality communication happens, this 5-step process is recommended:





## STARTING: CHECK -IN

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The check in is conducted at the start of every meeting. Its purpose is to:

- Improve Communication
- Find focus & flow.
- Calibrate the Agenda
- Act as a “time accordion”

The components of check in are:

- Name
- “Internal weather”
- Time constraints
- Who is missing?
- Celebrations
- Elephants or emergent issues
- Reflections
- Questions
- Expectations



## CALIBRATING

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Calibrating the agenda is a matter of taking into consideration information received during check in. Calibrating includes:

- Stating the purposes of each agenda item: dialogue or decision making.
- Comparing the published or expected agenda with emergent issues and other information received during check in
- Deciding whether emergent issues should displace agendized issues and what to do with issues not dealt with at the meeting
- Clarifying and reconciling expectation with purpose

The meeting belongs to the participants. The facilitator helps the participants incorporate new information into an agenda that will work for all.



## DOING IT & PROCESS CHECK POINTS

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Dive in to the calibrated agenda. Once or more, the facilitator should check in with the group to see how they are progressing through the agenda. During the meeting, information should be recorded regarding commitments or decisions made, post-meeting tasks, etc. A final review of this should always be factored in to time management of the meeting.



## REFLECTING: CHECK OUT

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Reflection is essential to learning. The check out simply asks, regarding the meeting, “What worked?” and “What didn’t?” so the learning may be factored into subsequent meetings.

# CHECK IN



Internal Weather



Time Constraints



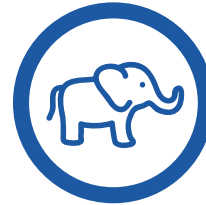
Phones/Devices/Multitasking



Who is Missing



Celebrations



Elephants/  
Rumors



Reflections



Questions



Expectations/  
Additional Agenda Items





# CHECK POINT



Next steps/Homework	Who is responsible	By When
Decisions made	Scheduled Reflection	



# CHECK OUT



WHAT WORKED +

WHAT DIDN'T Δ

## NEXT MEETING NOTES:

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Date/Time/Location:

Potential Agenda Items:

Attendees:

Food:

Facilitator:

Recorder:

