

Meeting Master: three ways to support successful meetings.

Have a common understanding of how it goes:

- Practice verbal boundaries: stories belong to the speaker; information belongs to the team.
- Listen & speak with curiosity and respect: put intention in the center, lean into purpose.
- Ask for what you need and offer what you can: balance tasks and responsibilities.
- Practice a pause: even 15 seconds of silence gives time for insight to rise.

Check-in to begin: 3 things to know about everyone at the meeting.

- Why I'm here: _____
- What I come to contribute or learn: _____
- What I want from this meeting: _____

Check-out to finish: three things to know about everyone leaving.

- What need got met: _____
- What I said I would do: _____
- What I learned: _____