

## TIPS FOR WELL-RUN MEETINGS

### 1. **Have a brief check-in to establish relationships**

- My favorite movie is...
- Something I always wanted to do is...
- Something I can do now that I couldn't do last year...
- If I could have any over for dinner (living or dead), I'd invite...
- How I got my name...
- A time when I was really scared...
- One of my proudest moments at the Library was...
- My week in 1 minute...

### 2. **Post the agenda with time allotted so people can see that there's a plan and that everyone needs to limit their comments**

- Hang a flipchart page or use the board for "Parking Lot Issues." Park any discussions or issues you want to come back to if you're over time on an agenda item. If there's time at the end, discuss it or put it on the agenda for the next meeting or make a plan for how it will be addressed between meetings.
- Remind people of "right speech." Everyone agrees to monitor themselves for self-aggrandizing and only speaks if their comments will move the group and project along.
- Rotate the role of timekeeper. The timekeeper notifies the group and meeting facilitator when there is 5 minutes and, then, 1 minute left for a particular agenda item.

### 3. **Discuss the reasons, the why, of any project you are taking on**

- What do you/we want out of this experience?
- How are you able to become the person you want to be through this work?
- Are there any limiting beliefs getting in our way?
- What is our biggest, boldest vision?

### 4. **Build in feedback as part of any plan**

- What have we accomplished so far collectively and individually?
- What breakthroughs are you/we creating?
- What are our challenges?
- Where are we feeling burned out?
- Where does it feel "too hard"?

- Is it because of our own limiting beliefs as individuals and as a group or is our plan not elegant enough or our vision not compelling enough?
- What has worked since we last met that we want to be sure to repeat?

**5. Decide next steps**

- Where's our growing edge?
- Is there a new role any of us want to develop or practice?
- Who's doing what and by when?
- Who can help? What support do you/we need?