

TABLE 7.1

Power Phrases for Positive & Productive Meetings

TO START THE MEETING

"I love meetings! Let's get started."

"Let's briefly review the agenda together."

"Set that timer. Let's get going. Yes. Really. Set the timer."

"Let's briefly review where we left off last week and provide updates on any tasks that were assigned."

"What time do we need to finish? Let's be conscious of the clock throughout the meeting so that we are done on time."

"Wow! Our guidelines are fabulous. Let's review them before we get started."

"What are we celebrating today?"

TO STAY ON TRACK

"Let's get back to the agenda."

"Record that so we can use it/act on it/meet about it later."

"Let's go around and hear from everyone on this issue before moving to the next."

"So far, we have covered _____ and _____. Let's move to the next item on the agenda."

"Let's quickly check the time before we move on."

"Put that in the 'parking lot' so we can discuss it later."

TO KEEP MEMBERS FROM GETTING "STUCK"

"What's stopping us from making a decision?"

"I think this is a decision for _____. Shall we ask him/her to make it?"

"You/some of us seem to be bored/confused/upset/sleeping. What's happening?"

"This conversation seems a bit off topic. Let's table it and come back to it at the end of the meeting if we have time."

"Should we ask _____ to get us more information before we make a decision?"

TO CLOSE THE MEETING

"This meeting was epic. I can't wait to do it again."

"How and when will these decisions be shared with other stakeholders?"

"Have I told you lately how much I enjoy these meetings?"

"What are the next steps?"

"What decisions have we made?"

"How did we do? What went well in this meeting?"

"Who will do what by when?"