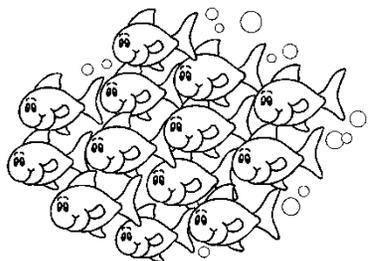


10 Ground Rules for Meetings



1. Show Up On Time and Come Prepared

Be prompt in arriving to the meeting and in returning from breaks.

2. Stay Mentally and Physically Present

Come to the meeting with a positive attitude.

Be present, and don't attend to non-meeting business.

Treat all meeting participants with the same respect you would want from them.

3. Contribute to Meeting Goals

Participate 100% by sharing ideas, asking questions and contributing to discussions.

Share your unique perspectives and experience, and speak honestly. If you state a problem or disagree with a proposal, try to offer a solution.

4. Let Everyone Participate

Share time so that all can participate. Be patient when listening to others speak and do not interrupt them. Respect each other's thinking and value everyone's contributions.

5. Listen with an Open Mind

Value the learning from different inputs and listen to get smarter. You can respect another person's point of view without agreeing with them.



6. Think Before Speaking

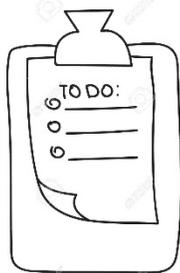
Seek first to understand, then to be understood. It's OK to disagree, respectfully and openly, and without being disagreeable.

7. Stay On Point and On Time

Respect the groups' time and keep comments brief and to the point. When a topic has been discussed fully, do not bring it back up. Do not waste everyone's time by repeating what others have said.

8. Attack the Problem, Not the Person

Respectfully challenge the idea, not the person. Blame or judgment will get you further from a solution, not closer. Honest and constructive discussions are necessary to get the best results.



9. Close Decisions and Identify Action Items

Make sure decisions are supported by the group, otherwise they won't be acted out. Note pending issues and schedule follow up meetings as needed. Identify actions based on decisions made, and follow up actions assigned to you.

10. Record Outcomes and Follow Up

Record issues discussed, decisions made and tasks assigned. Share meeting reports with meeting participants. Share meeting outcomes with other stakeholders that should be kept in the loop.