

EMANCIPET

LOW COST. BIG HEART.

10 Rules for Better Meetings

- 1. Be Intentional!** Before meetings, we set a personal intention for how we want to show up, contribute, and engage with others during the meeting.
- 2. Do Your Homework!** We take responsibility for completing all reading or other assignments distributed ahead of meetings.
- 3. Honor Culture!** We speak and act in a way that honors and strengthens Emancipet's culture, core values, and foundational beliefs in every meeting or discussion.
- 4. 80/20!** We keep 80% of our conversations during meetings focused on the future, and only 20% focused on the past.
- 5. Manage Your Energy!** We take responsibility for our own energy and its impact on those around us. We commit to maintaining productive, positive energy throughout the meeting.
- 6. No multi-tasking!** We commit to staying fully present during meetings, so we never multi-task. We put away our cell phones, tablets, laptops and other distractions.
- 7. No Side Conversations!** In the spirit of inclusivity, we don't engage in side conversations during meetings, preferring to bring all thoughts or ideas to the full group.
- 8. Stay on Topic!** We honor our colleagues' time and the importance of the issues we are discussing by keeping our discussions on topic. Off topic issues are tabled for the future.
- 9. Inquiry Over Advocacy!** We engage from a perspective of curiosity and inquiry about the issues and our colleagues' perspectives over advocacy for our own position.
- 10. Speak Only For Yourself!** We commit to speaking only for ourselves, never assuming we can speak for or on behalf of others.