



TIP OF THE WEEK

March 4, 2008

Here's another tip about facilitation. Every organized meeting should always have a draft agenda. And do your best to cover everything on that agenda in the time allowed.

Never put times on the agenda - except for start and finish times. Sometimes when I watch other people facilitate, they get so hung up watching the clock that they stop listening to the conversation. Some items may need a bit more time than you budgeted for and that's okay if progress is being made. And sometimes, it is worth it to schedule a follow-up meeting if a productive conversation caused some less than critical element to be missed. Just don't make a habit of not getting everything done.

Oops. I'm out of time.

Good luck. Work **ON** your business. Stay in touch.

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