



TIP OF THE WEEK

August 26, 2008

Here's another tip from my facilitator's toolkit. Always arrive very early for a meeting to check out the AV equipment, room setup, power, flipcharts, markers, whatever. Allow enough time to correct the problems: get more supplies, find that extension cord, or rearrange the tables.

And it's okay to leave again and do something else after it's all good-to-go. When you eventually do start, everything will go smoothly and people may not even realize that you solved problems in advance. I'm okay with that.

Trying to fix problems on the fly with your team watching you is both uncomfortable and unproductive.

A stitch in time saves nine. Or, a chart in place saves face.

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

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