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***Let's Stop Meeting Like This: Tools to Save Time and Get More Done***  
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## **A Pocket Guide to Let's Stop Meeting Like This and More**

Early readers of *Let's Stop Meeting Like This* requested a pocket guide to the book. They wanted an easily accessible, quick summary of the book's major points that they could put on their desks or their electronic devices and take with them to meetings as a reminder. So here it is.

### **The big idea**

You can transform mind-numbing, energy-sapping meetings into productive work experiences. If you don't do anything else, do this:

- Determine whether your meeting is really necessary.
- Identify your meeting's purpose.
- Decide whom to include.
- Involve meeting participants in designing the meeting.
- Make sure your decision-making process is transparent and understood.

### **Seven other ideas worth remembering**

Tools don't care how they are used. You will get the maximum benefit from the tools in this book by using them in conjunction with the following principles:

- Treat all participants as if they were volunteers.
- Be sure the meeting involves work worth doing.
- Help people learn something new.
- Remember that everyone is responsible for his or her own experience during the meeting.
- Create challenges in the meeting that require people to leave their comfort zone.
- Be prepared to provide first aid. Because meetings involve people, things can and will go wrong.
- Create structural tension. When meeting participants discover the way things are and dream about the future, they experience a rubber-band-like tension that propels them toward the future.

You, too, can have the same success as thousands of learners, Fortune 100 companies, and a very smart ski instructor by using the Meeting Canoe approach and its supporting principles. In case you are wondering where to find things, we have created table PG.1.

How you show up as a leader, contributor, or facilitator determines the meeting's outcome. Table PG.2 presents important points to remember.



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**Table PG.1 Where you can find information**

<i>Meeting Canoe segment</i>	<i>Sample practices</i>	<i>More details (page nos.)</i>
Welcome	Prepare the room. Be a good host or hostess. Start with a meal/food. Provide topnotch logistics. Accommodate different languages.	50 50-51 51 51-52 52
Connect people to each other and the task:	Encourage dialogues that build strong links. Do the "four questions" activity. Do your own investigative reporting.	60 60-63 63
Discover the way things are	Spur discussion following a presentation. Build a shared view of reality. Make sense of your reality.	69-70 71-72 76
Elicit people's dreams	Find out what people really care about. Talk about the future as if it were the present. Use the arts. Take a break.	84 85 85 86
Decide	Use thumbs-up/thumbs-down. Vote on the issue. Put on your Thinking Hat. Decide on what you can agree to right now.	94 94-95 95-96 96
Attend to the End	Summarize the discussion and review the decisions reached. Provide a road map of next steps. Take time to reflect on the meeting experience.	102-103 103-104 104



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**Table PG.2 Tips for leaders, contributors, and facilitators**

<i>Leader</i>	<i>Contributor</i>	<i>Facilitator</i>
Use your power wisely.	Take responsibility for the outcomes.	Think like a designer.
Invite criticism.	Speak your truth.	When the group is stuck, describe what you see and hear and ask the group members what they want to do about it.
Make sure the decision-making rules are clear.	Be open to others' viewpoints.	Work to make sure everyone's voice counts.