

Habits for Effective Meetings

Active listening

All participating

Appreciating

Arriving early

Balancing advocacy with inquiry

Celebrating

Clarify

Connecting with members & constituents

Concluding

Decision-making

Declared purpose

Deliberating

Debriefing

Focusing on policy/strategic

Paraphrasing

Prepared

Presuming positive presuppositions

Providing data

Putting ideas on the table

Seek first to understand before being understood

Starting/ending on time