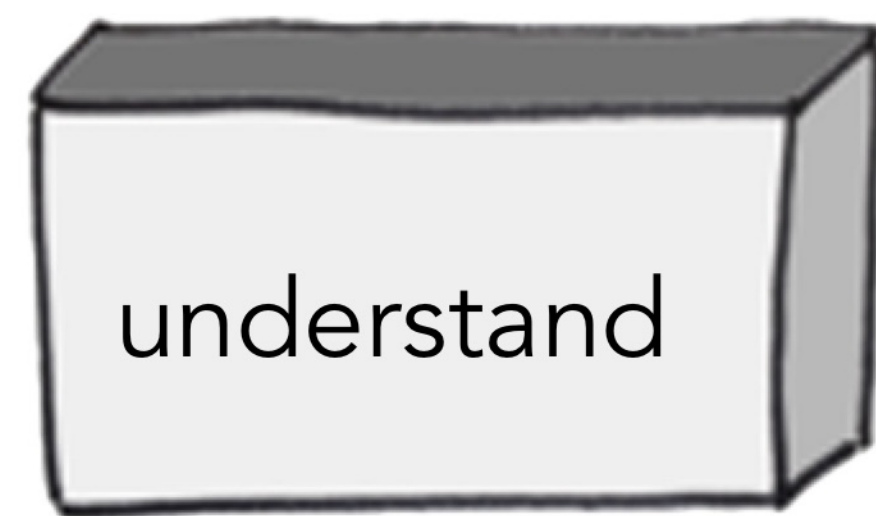
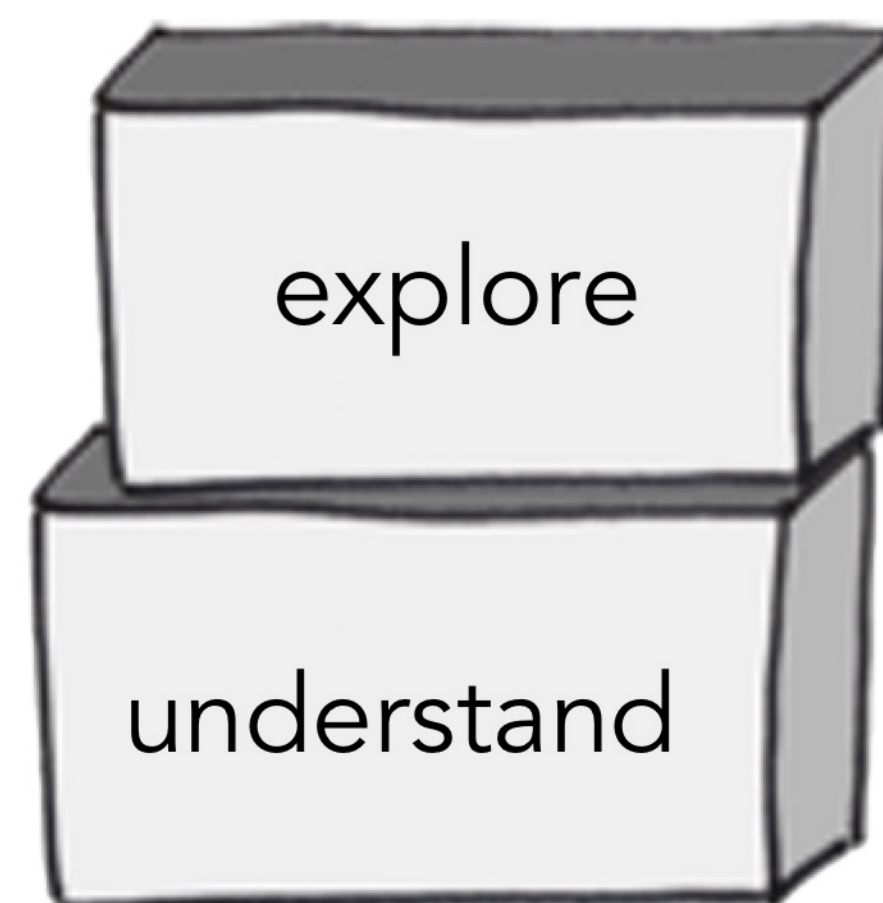
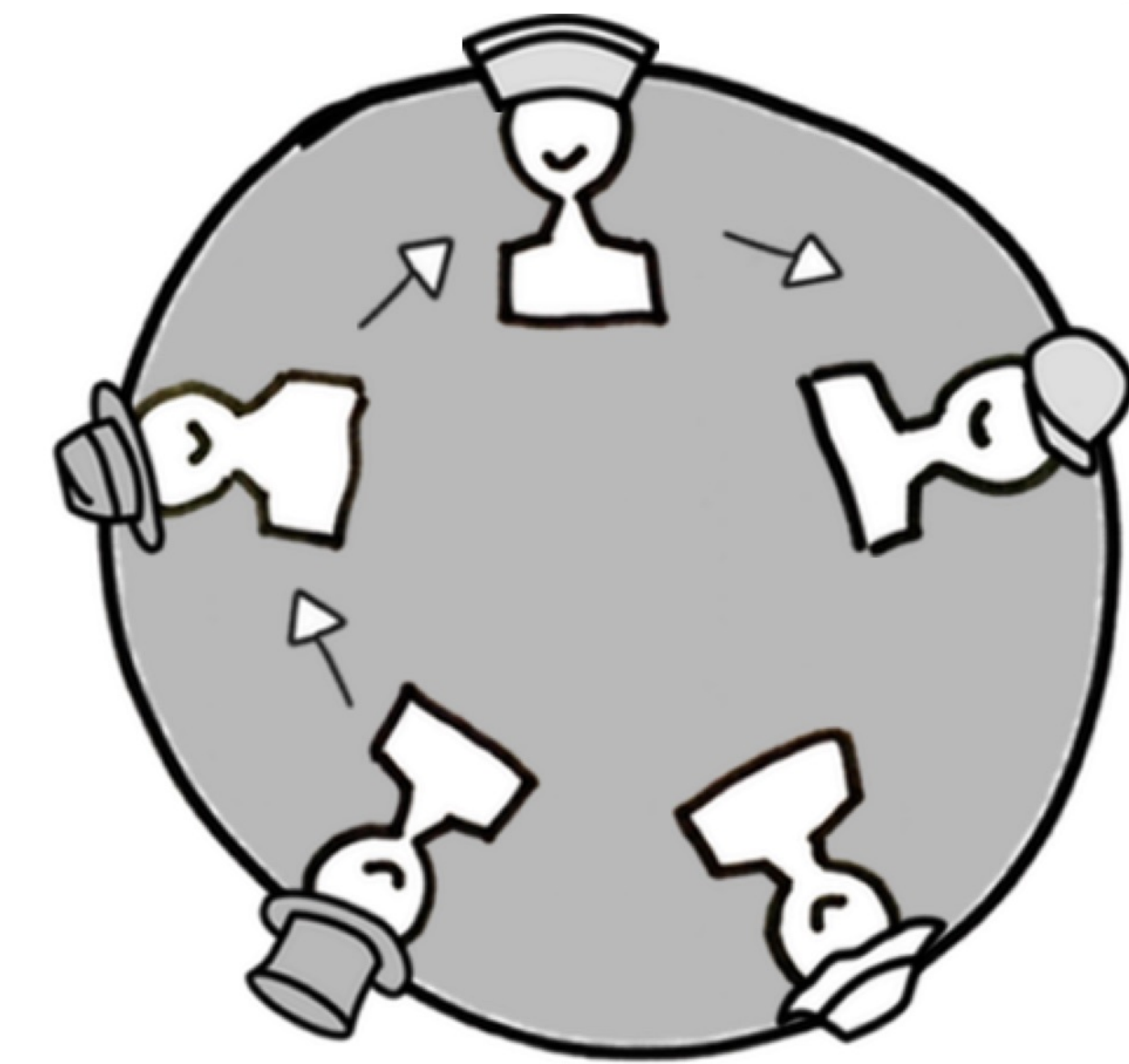


Magic phrases FOR MEETINGS



Clarity

person: "Help me get clarity on what you mean."
group: "What info do you need so you understand?"
reflect: "Did I get it right? Is there anything else?"

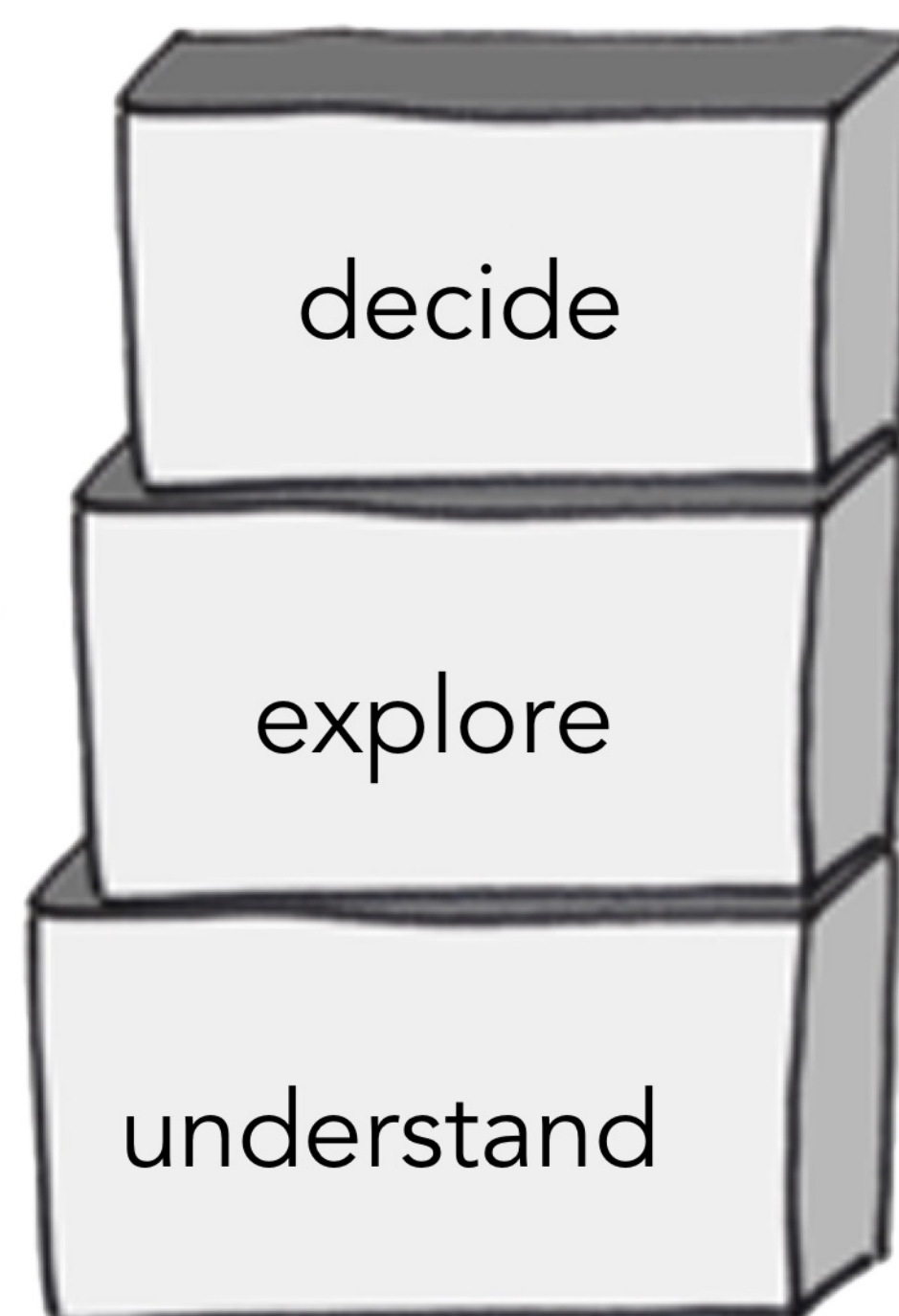


More ideas

"Let's do a quick round."
universal: "What comes up for you around this?"
deeper: "What do you think is important here?"
forward: "What do you think we should do?"

Encourage rounds

As facilitator: "I'd like to make sure everyone can speak without being interrupted."
As member: "It's easier for me to contribute without interrupting others if we do rounds."



Forward motion

Move on: "We can still add more ideas later. Let's move this along."
Synthesis: "Let's ask... to write this up into a proposal."
Decision: "Let's see whether we have consent on this part."

Next step →



"What can we put in place now so we start from a better place next time?"