

MAKE 3 CHANGES™

MONDAY

missions

SEPTEMBER – MEETINGS THAT MATTER

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Make 3 Changes™ Monday Mission #29: Meetings that Matter – How to Plan & Prepare with Purpose

“That meeting was a waste of my time.”

“They aren’t using my talents, my expertise or my interests!”

“The leader is pushing their agenda.”

“The meetings get hijacked by one or two people and everyone is too uncomfortable to say anything about it.”

“It’s like Groundhog Day – same agenda, same discussion, no action, no movement.”

“Nothing ever happens there. I can just read the documents instead of going to the meeting.”

Do any of these statements sound familiar to you?

As a nonprofit leader, paid or volunteer, you are dedicating your time, talent and treasure to a cause that matters to you. Meetings are a primary vehicle for mobilizing your talent, your volunteers and your board. **When your people are saying this about the meetings in your organization, the impact you’re able to have is diminished.**

At their best, meetings leverage the power of the participants to problem solve, innovate, make decisions and build relationships.

At their least, meetings are ineffective and frustrating experiences that alienate the very people you need to move the mission forward.

Each **Make 3 Changes Monday Mission** in September is designed to help you make the most of the meetings you plan, lead and attend. At the end of the month, I’ll have a toolkit you and your team can use to create positive changes to the way you meet.

Your MAKE 3 CHANGES™ Monday Mission this week is to Make 3 Changes to the way you PLAN and PREPARE for the meetings you lead.

What 3 Changes are you willing to make to improve the quality and the engagement of an upcoming meeting?

1. Plan & Prepare with Purpose.

“When you get into a rut, don’t furnish it.” – Elizabeth Gilbert

Those regular meetings you lead – staff meetings, volunteer meetings, board meetings – can get a little stale over time. You copy and paste agenda items and emails to save time and give little thought to how or why you are meeting in the first place. These are prime candidates for more purposeful planning & preparation.



What could you do to be more purposeful about planning and preparing for an upcoming “standing” or “regular” meeting? What impact would that more deliberate preparation have on the outcome?

2. Un-Invite People.

Is there a specific purpose for the individual to be in the meeting? Are they expected to contribute? Are they going to be asked to contribute or help solve a problem, generate ideas? If there is no good reason for the person to be in the meeting – un-invite them. WHO needs to be in the meeting in order for it to be the most effective? WHY are they invited? **What changes could you make to WHO is in the room? What impact would that have on the outcome and the energy of the meeting?**

3. Communicate Differently.

When people receive the meeting notice from you – what reaction do you think they have? Are they rolling their eyes, jumping for joy, or worse yet, not even opening it? **What changes could you make to the way you invite people to your next meeting? What impact would it have to create a more engaging onramp to the meeting?**

Congratulations! You’ve probably done more thinking about the why, who and how of your regular meetings than you’ve done in a long time. **Preparation and planning with purpose is a powerful and often underutilized strategy.**

**Make 3 Changes™ Monday Mission #29: Meetings that Matter –
How to Plan & Prepare with Purpose**

COMMIT TO THE CHANGES YOU WANT TO MAKE.

Write them down! Post them where you’ll see them. Give them your attention.

Ask for accountability. **Experience the satisfaction that comes from living by design, not by default.**



Make 3 Changes™ Monday Mission #30: Meetings that Matter: Lead the Way – Facilitation Strategies for Meeting Leaders

"We are always interrupting each other."

"They are always jumping in at inappropriate times or taking us off track."

"I'm never sure when I am supposed to contribute or speak up and when I do, I'm usually reprimanded in some way or ignored."

"I keep getting mixed signals about the purpose of these meetings."

Do any of these statements sound familiar to you?

When people are talking out of turn, interrupting and taking the group off on tangents it's usually because they don't have faith in the process or the leader that they will be given an opportunity to contribute, to speak up or to get their questions answered.

Whether you are the meeting leader or a meeting attendee, not knowing when and how to speak up can have a negative impact on the dynamics of your group and the quality of your outcomes.

My husband, a military officer, has a sweatshirt he wears from time to time that always gets my attention. It says **Lead, Follow or Get out of the Way**. That one phrase has really helped to shape and inform my philosophy about facilitating groups and leading meetings. People generally want to do a good job, they sometimes need a little help with structure and process to understand how to show up in a productive and constructive way.

Your **MAKE 3 CHANGES™ Monday Mission** this week is to **Make 3 Changes to the way you LEAD and FACILITATE the meetings you lead or attend.**

What 3 Changes are you willing to make to improve the flow and the engagement of an upcoming meeting?

1. Declare it and Share it! (Your desired outcomes, that is.)

From the outset of the meeting, make it clear what the focus and purpose of the meeting is. *Clarity is a great tool for helping people to quiet the noise in their head, and therefore, the noise they may generate in the meeting.* Let people know there will be time to ask questions that help the group move towards the desired outcomes. And then ask THEM what THEIR expectations are for the outcomes of the meeting. Add them to your list, if appropriate. If not, relegate them to the parking lot (see #3).

2. Create Space.

Take special care to leave enough room to discuss important issues and move quickly through more trivial matters. Structure the agenda so the most important things get handled early on and are given the space they need to be fully discussed.

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A typical 60-minute meeting could include 2 major areas of focus for 20 minutes each, leaving an additional 20 minutes at the end you could borrow from if needed. And, if you get to the desired outcomes, decisions or actions before the meeting is scheduled to end, END THE MEETING. No need to linger to fill the space. In fact, you may even decide to cut your meetings by 20 minutes to help people self-regulate the amount of noise and chatter they bring into the space.

3. The Power of the Parking Lot.

At this point, you've declared and shared your desired outcomes, solicited expectations and given people a sense of how you'll proceed. You've created space for people to ask questions and given them the clarity they need to ask questions that are designed to move towards those desired outcomes. And yet, someone will still ask "that" question that goes off topic or takes the group into an unwelcomed or unnecessary tangent. That's when you invite them to put that in the "parking lot." A flip chart or a whiteboard, a post-it or a piece of paper – whatever works for your group. This is the place where questions that are out of scope and are not moving the group forward go. Then, you redirect the group back to your stated objectives and desired outcomes and make a plan to address the other questions outside of the meeting.

Sometimes diversions help you get to a place even better than you originally intended. You'll usually know the difference between a delightful diversion and a distracting one. Trust your instincts. Pay attention to the energy and momentum in the room. LEAD. FACILITATE. Enjoy the results!

Congratulations! If you integrate these changes or enhance the way you are currently using them, I predict you will get far better results and have much more productive and engaging meetings.

Make 3 Changes™ Monday Mission #30: Meetings that Matter: Lead the Way - Facilitation Strategies for Meeting Leaders

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Make 3 Changes™ Monday Mission #31: Meetings that Matter – The Honor of Your Presence is Requested

We blame the culture.

We blame them.

The truth is... We are the culture.

We are them.

When you're feeling dissatisfied and frustrated with the meetings you lead or attend, are you quick to blame someone else?

Do you find yourself pointing the finger at others who "should" be making it a better experience?

Do you find yourself not showing up at your best, or even worse, not showing up at all, offering excuses and finding ways to re-prioritize your role?

If these questions strike a chord, then I have an invitation for you.

Your **MAKE 3 CHANGES™ Monday Mission** this week is to **Make 3 Changes to how you show up for the meetings you lead and attend.**

What 3 Changes are you willing to make to enhance your presence?

1. Allocate your time.

If the reason you're not showing up at your best is that you are unprepared or haven't taken the time to get clear about your role, your contribution, the impact that your presence has on the organization, make some time to do so. Too often we believe this lie and can even get others to commiserate about how busy we are and how justified we are in not fulfilling our roles. The truth is, most of that is in your head. You walk around with a constant cloud of to-do's that keep getting pushed out and never getting completed. My guess is that if you were to allocate just 60 minutes per week – three 20-minute time blocks – you would be more prepared and more at peace with yourself. AND this will allow you to be more present for the role you said yes to. If you really do have too much going on, it's time to say NO to some things. Maybe even this role! Allocate time for figuring THAT out, too. You have the power to determine how you allocate the majority of your time. Take action and get some traction!

2. Ask for what you need.

When you abdicate authority to others, expecting them to read your mind or to produce what they said they were going to produce and wait for them to do it, you're abdicating authority. Ask for what you need. During those time blocks you've allocated to work on this project or role, capture some questions, send an email or pick up the phone. ASK for the

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clarity, the documents, the access to files, the calendar, whatever it is. When you wait and then blame “them” for not giving you what you need or expect you are not being accountable.

3. Align with your Why. Do you remember why you said yes to this role?

Take a moment to get clear about your why. Why does this role matter to you? Why does this organization matter to you? What does serving in this role mean for you? For the organization? If you are no longer able to serve in the capacity you originally signed up for, is it time to resign and make way for someone who is? If your life or business has changed drastically and is needing more of your attention, why not allow your priorities to shift deliberately by making some decisions about where and how you serve. Align and realign with your why as often as you need so you are able to show up with the kind of presence and purpose that will serve the organization, not serve to distract or detract.

Congratulations! When you are willing to explore how you show up for the meetings you lead and plan, and willing to own that showing up at your best is an inside job, you are going to have far greater impact and influence!

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Need a little help thinking and working through these Monday Missions? GREAT! **Send me an email** and let me know how I can help. Want to schedule a call? Use the link below to set something up.

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What is Make 3 Changes?

Make 3 Changes™ is a framework designed to help leaders move forward during times of change, challenge and opportunity. For more information about the Make 3 Changes™ framework and how you can use it to navigate changes in your world with more clarity, confidence and commitment, email whitney@whitneybishop.com.

What are the Make 3 Changes Monday Missions?

These weekly missions are designed to get you thinking differently about various aspects of your life. Each month will feature several missions within a theme, helping you to build awareness, create alignment and take action. It is my hope they provide you with the tools you need to create positive and lasting change in your life, the lives of those you love, those you lead and those you serve. Always open to feedback about your experience. Let's have some fun and make some changes!

Let's Talk

If you're interested in learning how you can Make 3 Changes™ in your life or in your organization, let's talk!

Book a Make 3 Changes™ Consult - you, me, 30 minutes and some straight talk about the 3 changes that would make the most difference in your life and work.

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Whitney

BISHOP

Facilitator • Trainer •
Accountability Partner



For more than 20 years, Whitney Bishop has engaged audiences as a facilitator, participant-centered trainer, and inspirational presenter on the national stage. She has crafted and delivered keynotes, workshops, and training seminars on communication, customer experience, career development, change management, creative problem solving, conflict resolution, and strategic planning.

Prior to leading the charge of her own company, Whitney served as an Executive-Director in the non-profit sector. Additional experience spans the higher education, healthcare, and hospitality industries. She has also been actively involved with, and has held executive positions with various volunteer organizations and service groups.

Whitney's passion is working with individuals and teams to create powerful shifts in awareness, opening the possibility for new and innovative solutions in life and in business.

Whitney is available for: *Keynotes, Breakout Sessions, Meeting Facilitation, Half-Day and Full-Day Workshops, Leadership Development, Training Seminars, and Consulting.*

KEYNOTES & WORKSHOPS

Topics can be customized to best meet your event needs.

Sessions Of Substance

Each session is designed to achieve YOUR ideal outcome.

- Participant Centered
- Personalized Content
- Experiential & Interactive
- Engaging & Memorable

Meetings That Matter: How To Plan, Lead And Attend Meetings That Matter

These sessions are transformative for any organization or team that struggles with engagement levels and meeting effectiveness.

- Mindsets/Mantras You Need To Keep Moving Forward
- Critical Elements Of A Meeting Cycle
- Awareness Of What Fires You Up/Shuts You Down
- Create A Culture Of Accountability
- Manage Energy In The Room
- Leverage The Power Of The Group
- Problem Solve- Make Decisions & Create New Possibilities

Time For Change: Strategies For Understanding, Managing & Leading In Times Of Change

This interactive presentation combines facilitation and training to help you understand how you process change and deal with the stress of transition, and how to lead others through times of challenge.

- Understand Who You Are In Times Of Change
- Questioning & Understanding Others In Times Of Change
- Becoming Mindful Of How Others Perceive Change
- Guide Communication
- Three Magic Questions For Moving Forward
- Mindsets To Hold
- Communication Strategies
- Dismantling The Illusion Of Control
- Create A Culture Of Accountability
- How To Be Solution Focused

Fearless Facilitation For Leaders: Learn The Rules Of Engagement And Discover How To Fearlessly Facilitate To Achieve Greater Results.

- Designing A Space For Results
- Commanding The Space
- Engagement Strategies
- Manage Group Dynamics
- Manage Dysfunction
- Leverage The Power Of The Group
- Personal Awareness & How You Impact Others
- Manage Energy In The Room
- Create An Experience That Gets Results

Other Topics Include:

- IMPROV For Leaders & Teams
- Strategic Planning With A Twist
- Creative Problem Solving Techniques & Decision Making Models

Train-The-Trainer Series

- Engagement Strategies
- Group Dynamics
- Designing Your Ideal Meeting/Training Experience
- Addressing Dysfunction

SPECIALIZING IN:

- Meeting Facilitation
- Team- Building Experiences
- Creative Ideation Sessions
- Training Design & Delivery
- Train-the-Trainer & Mentoring Programs For Meeting Facilitators & Trainers
- Integrating Experiential Elements
- Addressing Personal & Professional Change
- Communication For Collaboration

PARTIAL CLIENT LIST:

Brown Forman
Center for Accessible Living
Childcare Network
CliffDivers
Idealogy Marketing + Design
Leadership Southern Indiana
LifeSpan Resources
Louisville Metro Government
NAWBO Louisville
PaySound Financial
Seven Counties Services
Sparkspace
SyncCore
The Speaker's Studio
University of Louisville



TESTIMONIALS:

After nearly 30 years in business management, I think I've seen every possible management training seminar/ leadership bootcamp/change management experience on the planet. I've walked out of many of them in the first two hours when I realized they were tired retreads of something else. What a breath of fresh air it is to experience Whitney Bishop! She brings genuine energy and excitement to problems that may be as old as dirt. She gets attendees engaged and is candid about her assessments and willing to say what needs to be said. If you aren't looking for change or improvement – DO NOT CALL HER. If you are, you can't call her quickly enough.

Maggie Payette Harlow | Owner, CliffDivers, Signarama Downtown, Transworld Business Advisors

I hired Whitney to create and deliver a workshop we called, "The Big Leap Event." Her energy, enthusiasm and engagement with the audience made this one of the best workshops we have ever produced at sparkspace. She has an amazing ability to make powerful concepts incredibly practical.

Mark Henson | Chief Imagination Officer, sparkspace

Whitney Bishop is all kinds of warm Southern smiles and friendly down-home charm, but make no mistake—She's incredibly passionate and serious about helping individuals and businesses effect positive forward change. Whether she's facilitating small-group interactive workshops or delivering keynotes to auditorium-sized audiences, one of Whitney's great strengths is to make direct contact with every face in the crowd so everyone feels just as welcome as if they were sharing a cup of coffee with her, all while instilling them with the personal power and inspiration to make lasting and positive change.

Don The Idea Guy | Unusually Creative

INTERESTED IN SCHEDULING AN EVENT?

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