

# HOW TO HAVE AMAZING MEETINGS

Gamify any meeting and achieve maximum results.

## What is my goal?

## How can I make it FUN and EFFICIENT?

### BUILD UNDERSTANDING

- Build relationships
- Get on the same page
- Solicit or give feedback
- Develop team alignment
- Share knowledge or perspectives




### PICTURE THIS

Use PHOTO DECKS to find images that represent thoughts and feelings or stimulate fresh thinking

- ▶ Select a photo that reflects you
- ▶ Choose an image to show your feelings
- ▶ Pick a picture to inspire creative thinking
- ▶ Select a photo that reminds you of your next steps

### STRATEGIZE & PLAN

- Progress on an issue
- Attack a challenge
- Figure out a plan
- Come up with a strategy
- "Scrum"



### STICK 'EM UP

Try STICKY NOTES to develop new ideas, then sort through, organize, shuffle and build on new ideas

- ▶ Divide Pros & Cons or Pains & Gains
- ▶ Create a grid to sort ideas thematically
- ▶ Organize notes in concentric circles to indicate importance
- ▶ Try themed Sticky Notes Pads to stimulate idea creation
- ▶ Sort and sequence next steps

### ADDRESS ISSUES & CHALLENGES

- Manage change
- Solve a problem
- Analyze stakeholders
- Understand a situation



### FANCY FACILITATION

Draw on METAPHORS to stimulate new thinking and organize thoughts.

- ▶ Use "Vision Tree" for planning
- ▶ Try "Road to There" for strategy and problems solving
- ▶ Consider the "Iceberg" to uncover hidden issues
- ▶ Use "Airplane" to discuss destinations, engine power, and steering
- ▶ Personify a problem to explore values, priorities, features

### DEVELOP NEW IDEAS & BRAINSTORM

- Develop a new product, service, solution
- Marketing a new idea
- Visioning



### STORY-BOARD IT

Develop a STORY to explore new ideas or play out new solutions

- ▶ Develop a headline you hope for the future
- ▶ Use Story Cubes to imagine a new narrative
- ▶ Articulate challenges using picture prompts like Images of Organizations
- ▶ Develop a timeline of your history for fresh insights

### MAKE DECISIONS

- Come to agreement
- Vote or rank options
- Agree on "next steps"



### TALLY THE VOTES

Determine which ideas resonate most

- ▶ Use colored Voting Dots to indicate excitement about ideas
- ▶ Rank ideas by assigning more points to the favorites
- ▶ Use importance multipliers to give more weight to critical issues
- ▶ Use 5 fingers or Thumbs UP/DOWN to quickly gauge interest

### STEPPING FORWARD

Commit to NEXT STEPS!

- ▶ Record important ideas on a Memory Wall
- ▶ Write what you'll do on Start-Stop-Continue-Change Sticky Notes
- ▶ Schedule a follow-up for any ideas posted to the Parking Lot.