# Your meetings are
# STALE CHIPS

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## STALE CHIPS

Stale Chips: Innovation, Strategy & Facilitation

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# Prelude

Meetings. (Heavy sigh). Why do they all have to be so... soul-suckingly horrid?

Well, my friend, they in fact... do not.

In this crunchy-delicious guideline, we will review an organized series of tools and tactics to **take your meetings and give them meaning.** Use this kit to help prep, facilitate, organize, and overhaul meetings for any number of people: from 1-on-1 conversations to packed auditoriums.

Conversations need structure. They benefit from a process. This booklet will help you establish simple processes derived from our experiences and failures through thousands of encounters and engagements.

*First step is admitting:*
Your meetings suck.
Now, let's get to learning.

# ⚠ Warning

Prepare for effective meetings with side effects including: free time, a happy boss, better decision-making, laughter at work.

# How to navigate

This guide is divided into a series of chapters according to various situations. You don't need to read every page, but you can! Jump directly to the Chapter highlighting your concern, and take the first step towards a meeting that matters.

Whether you use the tools in this guide yourself, provide them to your leadership team, or present them as a resource to your teammates, **you're going to begin having better meetings!**

**Check the side of the guide for a quick color find.**

# Common meeting problems

Have you been caught in any of these situations?

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- *Meeting finishes late (never on time or EARLY)*

- *It could've been an email. 100% pointless!*

- *Crowding out the voices of others.*

- *It's a dead zone: No one is speaking or responding... just a room full of Zoombies.*

- *No one is paying attention (looking at the "phone-focused" individuals).*

- *Distraction: You've got a room full of cats and a laser-pointer disco ball. A cat-astrophe.*

- *The meeting ends... now what? No agreed upon next steps or follow-through.*

- *Meetings to prepare for other meetings that wind up leading to more meetings.*

# How can I convince people to try this?
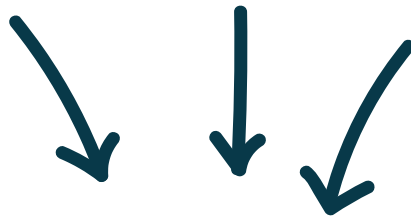
It's easy. The proof is in the puddin'. Well, in this case, the proof is in the corporations that have employed these methods to build products, processes, fundamentally change the way they communicate, and most importantly... **MEET!**

Ask yourself, "if the overwhelming majority of Fortune 50 companies are using it, is there something there to emulate?

You don't need to be the credibility behind trying something new with your company. All you need to do is point to the success of others. This will help with buy-in and engagement when you try to melt their minds.

# Chapters

# Chapter 1

Crunchy
Meeting Template

- ☑ 1
- ☐ 2
- ☐ 3

**Unless you just want more of the same, do not start your next meeting without an incredibly quick, easy, and efficient process. Before stepping in the room, before you get a whiff of the freshly started projector and stale coffee, and before you waste anyone's time... complete the piece below.**

↓

## Does this sound familiar?

You spend more time in meetings slouched over, suffering from the extreme depths of boredom, than you do from contributing meaningful work.

Why did I even get invited to this? And why, for the last 23 minutes 44 seconds, has Robert been discussing his new cat?

*You're losing valuable time.*
*You're losing your patience.*
*You're about to lose your mind.*

At least that's what it looks like in a lot of organizations. Simply put, **this framework transforms meetings.** You can apply it to almost any setting and in almost any group. It has **3 sections, and only 5 rules.** It also conveniently fits into the format of an email. Fill it in, send it out, and watch how quickly your meetings go from "eeeeeeeew… to weeeeeee!" (scientific terms)

→ *Lazy? Explore **stalechips.com** for a template!*