

# HOW TO HAVE AMAZING MEETINGS

Gamify any meeting and achieve maximum results.

## What is my goal?

### EXCHANGE INFO

- Share knowledge
- Build relationships
- Get on the same page
- Share varying perspectives



### STRATEGIZE & PLAN

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



### ADDRESS ISSUES & CHALLENGES

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



### DEVELOP NEW IDEAS & BRAINSTORM

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



### MAKE DECISIONS

- Come to agreement
- Vote or rank options
- Determine Next Steps



## How can I make it fun?

### 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 of your next steps

### 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

### 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

### 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

### 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.