



# Essential Sparks for Brain Friendly Meetings

*“A leader’s first priority is to create an environment where others can do (their work) and that cannot happen if they aren’t having effective meetings.” ~Patrick Lencioni*

## Try This

## Because

<p><b>Set the expectations.</b> Share an agenda and any questions you’d like people to think about or be prepped on in advance.</p>	<p>Not knowing what’s expected of us creates stress. Stress compromises productive listening, thinking, and contributing.</p>
<p><b>Establish focus.</b> Open the meeting with how much time you have together and what you want to accomplish in that time. <i>Ex. Over the next 30 minutes together our goal is to....</i></p>	<p>The brain likes certainty. This opening points attention in right direction and allows you to redirect back to that goal if the conversation strays.</p>
<p><b>Keep it Doable.</b> Base your agenda on the time needed for interaction and decision making versus trying to power all open items.</p>	<p>Cognitive overload undermines the quality of the discussion. Two shorter meetings will boost productivity over one longer meeting.</p>
<p><b>Be present.</b> Put aside all devices not needed at the time. Look and fully listen before responding.</p>	<p>Attendees that don’t feel you are valuing their time and respecting their expertise won’t be influenced by you and will disengage.</p>
<p><b>Manage the Experience.</b> Leaders set the tone and experience for meetings. Creating a safe environment in which ideas can be shared and explored is just as important as creating clarity around what was decided upon.</p>	<p>When our expectations are met, and our experience is pleasurable, our brain surges with dopamine. The pleasurable experience will be associated that meeting and future meetings.</p>

That Essential Spark works with individuals, teams, and organizations on how to use neuroscience to accelerate a path to the desired future state.