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# [ Challenge: A Quiet Start to Meetings ]

*"From quiet reflection will come even more effective action."*

– PETER F. DRUCKER

## ► CONSIDERATIONS:

How do most meetings start? A room full of separate discussions until the leader begins? Maybe the disjointed discussions blend into the semblance of a meeting? What if the meeting starts with quiet, giving each attendee a chance to focus and reflect on the purpose of the meeting before collaboration starts?

## ► INSTRUCTIONS:

The point of the challenge is to experience the collective benefit and balance of quiet before collaboration. It is often the case that team members are coming from one meeting or conversation to the next and do not take the time for quiet and thinking before the next collaboration requirement. Imagine if each meeting started with the gift of quiet.

- ▶ In your next meeting, get a stopwatch, clock or smartphone with a timer.
- ▶ Start the meeting with 5 minutes of quiet. All attendees participate by sitting in silence.
- ▶ After the 5 minutes, conduct the meeting as planned.
- ▶ At the end of the meeting ask the participants how the 5 minutes of quiet felt and what impact it had on their participation in the meeting and the quality of the collaboration.
- ▶ Apply this to as many meetings you're required to attend or lead in a week.



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## ► FOR REFLECTION:

**Q:** *Can you describe how the challenge felt in a few words?*

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**Q:** *What was difficult about it?*

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**Q:** *What was rewarding about it?*

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**Q:** *What was the impact on the meeting attendees and the meeting's productiveness?*

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