

HOW TO MAKE A MEETING SUCCESSFUL

1. Plan ahead.
2. Go to God in prayer.
3. Practice what you will say when you invite the person to meet with you.
4. Pick a meeting place that is neutral and conducive to a good discussion.
5. Be clear about the purpose of the meeting and stay on topic.
6. Keep yourself calm. Take deep breaths. Speak slowly in a calm tone of voice.
7. Start your sentences with “I prefer” or “My purpose is”.
8. Don’t interrupt. Listen and then ask questions for clarification.
9. Let the other person talk first. Try to learn something new that you did not know going into the conversation.
10. Stifle your anger. Resolve to hear the person out.
11. Fight distractions. Stay focused.
12. Put yourself in the other person’s shoes, at least for the moment. Open your mind to others’ perceptions of reality, not just your own.
13. Withhold judgment until you have gotten all the facts and understand all perspectives. Questions are a great way to seek understanding.
14. Establish eye contact.
15. Remember that five minutes of silence is better than a half hour of confusion and accusations.
16. When you hear a complaint, think “They are giving me INFORMATION.”
17. Be alert to your own negative behaviors.
18. Restate what the other person has said.
19. Recognize what you appreciate about the other person.
20. Agree when you can. Find common ground.
21. Be hard on issues and soft on people.
22. Remember that all are a part of the body of Christ.

You’re blessed when you care. At the moment of being ‘care-full’, you find yourselves cared for.
Matt. 5 *The Message*

Do not seek what you are to eat and what you are to drink, nor be of **anxious** mind. For all the nations of the world seek these things; and your Father knows that you need them. Instead, seek God’s kingdom, and these things shall be yours as well.
Luke 12: 29-31

Author Rev. Terry N. Gladstone

Respectful Communication Guidelines

- R=** take RESPONSIBILITY for what you say and feel without blaming others
- E=** use EMPATHETIC listening
- S=** be SENSITIVE to differences in communication styles
- P=** PONDER what you hear and feel before you speak
- E=** EXAMINE your own assumptions and perceptions
- C=** keep CONFIDENTIALITY
- T=** TRUST ambiguity because we are *not* here to debate who is right or wrong.

(from *The Bush was Blazing but Not Consumed* by Eric H. F. Law)

I agree to uphold these guidelines for the time we have together.
Signed: _____ Date: _____