



## Mind the Gap Exercise

### Meetings

There are gaps at the start of events too. For example, at the start of the meeting. One of our clients gave us this idea: they start all their meetings with the question

#### **“who is here now?”**

This isn't a roll call. Rather, it's a signal to all in the room to bring their attention to *this* meeting. The meeting leader asks the members to turn off the phones (we know of some teams where meeting members are asked to leave their phones in a basket at the door.)

Some meeting leaders ask members to write down everything that is on their mind. Then to turn the page over as a way of signalling that they can return to this content after the meeting.

The meeting leader may then spend a couple of minutes asking people to focus on one thing they can see in the environment then, one at a time, four other things that they can see.

Now, meeting members are free to give their attention to *this* meeting.

Meeting leaders tell us that five minutes invested at a start of the meeting pays off in so much as they now have everyone's attention and that often it shortens the meeting.

If this isn't part of your work culture, what can you do to check out of everything that is going on in your mind and being present at this meeting?