

## Brilliant Meetings Developing Good Relationships

Think about the process. How are you **feeling** about the meeting?

Building relationships while contributing to the conversation

Assess internal state, both before you go, and during the meeting.

### **Before the meeting**

- Write about a time when strangers helped you
- Write down five reasons you respect any attendee you dislike
- Prepare your mood for courage or compassion, decide what feeling you need
- Once you are prepared, do not engage with email, answer your phone, or speak at length to people.
- Set your mood and maintain it.

### **During the meeting**

- Monitor how you feel
- Notice if you are feeling defensive, if so sip water, sigh three times
- Have a reminder of the impact that you wish to create. Look at your picture or quote
- Notice your bodily reactions, lump in throat, blushing, boulder in gut. These are symptoms of the amygdala hijack, you are about to lose it. You may need to leave the room, or focus on breathing