

Meeting Reset Cheat Sheet

A fast-action guide to reign in your meetings grounded in IA’s Essential Facilitation™

If this Happens	Try This	Why it Works
People are talking past each other, or discussing different topics.	Ask: “Can we clarify what decision or outcome we’re aiming for right now?”	You’re refocusing everyone on the meeting’s purpose and desired outcomes.
One person is dominating or others have checked out.	Ask: “We haven’t heard from everyone. Let’s pause, who has a different view?”	You’re addressing the elephant in the room without calling anyone out. You’re welcoming more voices in a polite way.
The group is stuck spinning in circles, can’t agree.	Say: “Let’s name what’s blocking us. Is it clarity, ideas, or alignment?” Then choose: Open (generate), Narrow (organize), or Close (decide).	You’re getting the group back to the task at hand. What does everyone want to achieve?