



## TIPS FOR IMPROVING CONTRIBUTIONS TO MEETINGS

**Pause ... take 2 breaths and think about the following:**

### **Do I need to say it?**

- Is it clearly it clearly related to the purpose of the meeting?
- Is it clearly it clearly related to the actual topic in the moment?
- How will it add value?
- Can I explain my motive in saying it.
- Is the timing right, - now or later?
- Can I relate it explicitly to what has already been covered and builds on what has been said (not just reiterates)?
- Is it (really) the right time to raise it?
- Could it be covered off-line?

### **How shall I say it?**

- Am I breathing low?
- Should I go visual?

### **Other resources:**

Links for Breathing 101 and Go Visual