

EFFECTIVE MEETINGS: The Artful Circle

"We are ruling a dream, and we all share the same dream."
-The Sakyaong Jamgon Mipham Rinpoche

GROUND

OPENNESS

- Contemplate the agenda; invite others' suggestions.
- Complex technical, legal or financial issues often need advance preparation.
- Don't overload the agenda.

PRECISION

- Circulate agenda in advance with clear start & finish time.
- Circulate documents in advance.
- Normally, don't add "any other business".

PATH

- Invite spacious mind:
open with shamatha practice.
- Invite the dralas:
raise windhorse.
- Open circle of communication:
brief touch-in - how are we?

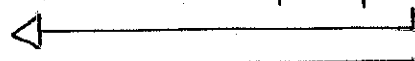
- Start on time with practice.

For each item:

- Benevolent & Fearless:
Trust the power of our own windhorse.
- Invite clarifications, questions, proposals.
Seek multiple points of view.
- Invite the unspoken, allow for silence.
- Trust our karmic connection with the lineage & each other.
- Insight arises from space.

→ Present background, helpful information, key point(s) for discussion and, if possible, a recommended way forward.

- Open for discussion:



- Probe for hidden differences:
clear the cloudy mirror
- Summarize key points (not seeking unanimity)
- Propose way forward (chair takes the lead)
who will do what, when & how.

FRUITION

Broad agreement

This process balances:

consulting - deciding
deliberating - moving forward
individual views - working together

- Dedicate the Merit
- Rejoice

- Close the meeting on time.