

EFFECTIVE MEETINGS: The Artful Circle

“We are ruling a dream, and we all share the same dream.”

~The Sakyong Jamgön Mipham Rinpoche

Openness

Precision

Ground

Contemplate the agenda, invite others' suggestions

Circulate agenda in advance
clear start and finish time

Complex technical, legal, or financial issues
often need advance preparation

Circulate documents in advance

Don't overload the agenda

Normally, don't add "any other business"

Path

Invite spacious mind; open with shamatha practice

Start on time with Practice

Invite the dralas; raise windhorse

Open circle of communication;
brief touch-in: how are we?

Briefly review agenda to set the scene

Establish "time reminder" for meeting

For each item:

Benevolent and fearless:
Trust the power of our own windhorse

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

Invite clarifications, questions, proposals.
Seek multiple points of view.

Open for discussion

Invite the unspoken, allow for silence.

Probe for hidden differences:
clear the cloudy mirror.

Trust our karmic connection with the lineage and each other.

Insight arises from space.

Summarize key points (not seeking unanimity)

Propose way forward (chair takes the lead): who will do what, when, and how.



Fruition

Broad agreement

This process balances:
consulting – deciding
deliberating – moving forward
individual views – working together

Dedicate the merit.

Close the meeting on time.

Rejoice.