

Title:

The Most Misused Tool in Meetings

Word Count:

1041

Summary:

This article will describe the most effective uses of the issue bin or parking lot ~ a tool of

Keywords:

professional development, team building, meetings, issue bin, meeting tools, getting off topic

Article Body:

Lisa came to the meeting ready to participate. She had some specific ideas that she wanted to

People didn't seem as enthused about it as she thought they might. So she talked a bit more a

Soon the facilitator suggested that Lisa's idea was a good one, but that she was going to put

Lisa's heart sank. She'd seen this happen before. In the last company she worked for they ca

The Tool

In case you've never been to a meeting where an Issue Bin or a Parking Lot is used, let me exp

Beyond that though, the Issue Bin is a way to help a group ^hold that thought~ so that the ide

The Misuse

The most common misuse of this valuable tool is exactly what Lisa had experienced in her previ

Or, facilitators do have good intentions, but when the meeting runs long (how many meetings ha

So, regardless of the intention or best-laid plans of the facilitator, the Parking Lot becomes

Given this, it is no surprise that the Lisa and people with a similar experience bring up thei

The Best Use

Think of an Issue Bin as TiVo for your meetings. If you have a TiVo connected to your TV you

Just like TiVo, a well used Issue Bin allows you ^timeshift~ an issue or idea to discuss it at

It isn't hard to use an Issue Bin effectively. It just requires a process and a bit of discipl

1. Make sure that everyone knows the function of the Issue Bin.
2. Capture items to the Issue Bin as appropriate.
3. Schedule time in the agenda (typically 2-3 minutes is all that is required) to review
Is this still an issue (or has it been resolved since it was placed in the Bin?)
Is there an action item that can be created from this issue? If so, what is it?
Is this a topic that needs to be on a future meeting agenda?
4. Don't leave the Issue Bin until something is done with each issue. If nothing can be

The bottom line? Do something with every one of them! Taking this simple approach to using th

Just like any tool, it is wonderfully valuable when used correctly. And just like any other t

Back to Lisa

Lisa was pleased at the end of the meeting that the facilitator asked the group what they showed.

From that day forward, Lisa felt more comfortable contributing to the team and she now knew

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