

# THE WEAPPROACH™ TO RUNNING A PERFECT MEETING



## ANALYTICAL

Begin and end on time  
State objectives up front

## CONCEPTUAL

Brainstorm  
Suspend judgment

## STRUCTURAL

Follow the agenda  
Create an action plan

## SOCIAL

Build rapport in a group  
Provide pleasant environment

1/3

Provide a quiet moment to reflect

## EXPRESSIVENESS

Change seats

3/3

1/3

Gently encourage quiet members to speak

## ASSERTIVENESS

Encourage drivers to listen

3/3

1/3

Stay on task

## FLEXIBILITY

Facilitate to include all ideas

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