



# Wondering What To Say During The Meeting?: Strategies and Tools to Help You Participate More Effectively in Meetings

*Clarence Bjorkarmann*

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Would you like to improve your ability to create new ideas, plan and communicate your thoughts, think strategically, and participate effortlessly and effectively in meetings?

This ebook is not about organizing meetings. This ebook is not for the bosses or meeting facilitators - there are tons of books for organizing and holding effective meetings out there. This ebook is for the other half - the meeting participants at the work place, the ones who feel like they want to say something but don't know where to start, the ones who do not know what to say, the newly hired staff, the regulars who want a logical way to frame ideas or questions, and also for the one who do not want to be in the meeting but somehow find themselves in a meeting. We are all called into all sorts of meetings and in some meetings we are pretty safe and know what to say. In other meetings, we even wonder why we are there. Do you always feel like a passing cloud? Do you attend the meetings but it is like you are not there? What they are talking about is beyond you? Do you ever sit there and say nothing? Well you are not alone - there are many in your company. Nevertheless, somehow we need to say something at least in order to be politically correct. You may have searched the library or the internet and come across books on how to organize meetings. But while this is useful, you are not yet at that stage or you do not hold that responsibility and sadly those who do never seem to have ever bothered to read any of these books. In fact your experience is many disorganized meetings, many without prior notice, many with wrong or disinterested participants. Nevertheless your concern is: How can I be more positive and productive in these meetings? This ebook attempts to provide you with a bag of tools to help you pick on something to say. This ebook highlights some pretty obvious checklists and tools and others no so obvious that you can use to dig up something to say during that meeting, so that you are not considered a fool or otherwise miss that promotion! You will be surprised to learn that, to a large extent, you are not to blame for your non-participation. Learn the reasons for your reluctance in participating in meeting and learn how to overcome this. This ebook provides frameworks for thinking and problem solving. With these strategies you may - with time - be a considered a valuable member of your organization, community, club etc., and you may even get that promotion! It attempts to improve your value in your organization. Learn to become a player. Learn how to play the game to move forward while avoiding corrosive organization politics until one day when you become boss and treat you juniors more humanely.

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