

Reflections on My Agendas ~ Amber Clark

As I look over my agenda, I see that I am very organized – I have everything together in a binder, I have my personal copies of the agenda, as well as the groups' copies of the agenda, and I even have the preparatory emails I sent out ahead of time. I think my agendas have tightened up over time – my first few were really long and detailed; in my enthusiasm and naivety, I had just included too much. As time went on, I felt that I got to know my group better and how they functioned, and was able to plan more appropriately. I also felt my agenda items were more appropriate and doable, whereas at the beginning I was too ambitious. It was interesting to note that in the last 4 agenda, the group members wanted to become more educated about meetings, and they asked me to include the processes I was using.

My areas of strength are definitely planning and preparation work. I am also happy with my energizers and how they contribute to my meetings.

My targets for growth revolve around closure. Although we stick close to the time target and tend to wrap up naturally near the end, I don't always feel like I have a purposeful closure. That would be one thing I would like to work on.

This is my favourite agenda because I like how I used the quotation, I liked the check-in and I felt it was a tight, straightforward agenda – very easy to follow and as a result we had a great discussion. I also like the idea of tasks because we were able to feel like we were doing something tangible, instead of just having a dialogue. Using the word "task" prepared people for action, and for making a decision.