The First Minute

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Goal: In this book, the author empowers me to start clear communication in working scenarios.

Problem: In working communicating situations, we are facing a bunch of mis-communication because of lack of context, unclear purpose, not getting to the point, mixing up multiple topics in the same conversation, and lengthy summaries.

Solution: The author introduces a method using framing+structured summary to start a conversation to deliver information in a professional and organized way.

P39

[Time Check]

Framing - First 15 seconds

- Context: The topic you are going to talk about

- Intent: Why you come to one person. Fixed at work. P17

- Key Message: the most important point you want to convey

\* You need separate different topics into different framing.[P37]

P70

Structured Summary - 45 seconds

- Goal: The target

[P47]

- Problem: What makes you stopped, just the problem but not the reasons

- Solutions: The most important part. Focus on next step to solve.

\* multiple problem topics: P60

[Validation Check]

P79

Time Check: If someone have time to help you right now.

Validation Check: If someone is the best candidate to help you.

Apply into different situations:

- Email P82

- Meeting Invitation: Clarify meeting purpose and expected output as key message, recap it at the beginning of the meeting. When shift to different topics, ask if anyone wants to leave as a validation check. P91