NO MEETING WITHOUT AN AGENDA EMAILS GET A BREAK MOBILE: PSSST! DON'T HURRY PUNCTUALITY: NO REPETITIONS TAKE A MOMENT

HIGH PERFORMANCE FEEDBACK

NO LISTS-MARATHON! LAW OF TWO FEET

## SMALL CIRCLE!

ACTIVELY ADDRESS CONFLICTS + CLARIFY CONSULATIVE INDIVIDUAL DECISION

## GEMO-PRINCIPLE

ABSENCE: "HOLSCHULD"!
DIFFERENT ROLES IN THE MEETING
10 MINUTES BEFORE THE END: SECURE RESULTS!