

PM Cheat Sheet: SKC Meeting ResetFrame™

PM Cheat Sheet: SKC Meeting ResetFrame™

SKC Meeting ResetFrame™ PM Cheat Sheet — designed for project managers to **run the meeting with confidence**, keep things on track, and avoid falling back into circular discussion.

Meeting Goal:

Unblock stuck conversations, restore focus, and generate aligned next steps.

Ideal Duration:

30–45 minutes

Who Runs It:

Project Manager, Tech Lead, or assigned Facilitator

Pre-Meeting Checklist

- Define the stuck topic in **one sentence**
- Invite only contributors and key decision-makers
- Share SKC structure in advance (optional 1-pager or invite note)
- Assign someone to capture notes and action items
- Set a visible timer or stick to agenda pacing

In-Meeting Guide (SKC Flow)

• OPEN STRONG (2 min)

Say:

“This session uses the ResetFrame structure to get clarity and action. We’re not here to rehash — we’re here to resolve.”

“The topic is: *[insert sentence]*.”

• SCAN (5–7 min)

Ask:

- What do we know for sure?
- What’s unclear or contradictory?
- What context/data are we all aligned on?

Tips:

- ✓ Cut assumptions early
- ✓ Display shared notes or whiteboard

• SENSE (5–7 min)

Ask:

- What are you feeling blocked by?
- Is there friction we haven’t named?
- Where’s the resistance?

Tips:

- ✓ Make space for quieter voices
- ✓ Don’t debate reactions — just surface them

• SPOTLIGHT (5–7 min)

Ask:

- What's going well?
- What should we keep or double down on?
- Any recent wins or breakthroughs?

Tips:

- ✓ Reinforce existing momentum
- ✓ Look for leverage points

• **STRESS TEST (7–8 min)**

Ask:

- Where could this go wrong?
- What have we been avoiding?
- What breaks if we get this wrong?

Tips:

- ✓ Be blunt but non-blaming
- ✓ Document risks for follow-up

• **STRETCH (5–7 min)**

Ask:

- What haven't we tried?
- What if we took the opposite approach?
- What's a low-risk experiment we could run?

Tips:

- ✓ Encourage even "rough" ideas
- ✓ Use time-boxed brainstorming

• **SYNTHESIZE (5–8 min)**

Ask:

- What's our single next step?
- Who owns it and by when?
- Are we aligned on direction?

Tips:

- ✓ Confirm *who will do what by when*
- ✓ Defer unresolved ideas, but track them

• **CLOSE OUT (2 min)**

Say:

"Let's close with one word on how you're leaving this."

Then:

"Here's what this session unlocked: [summarize outcome or decision]."

• **Watch Out For:**

- Repeating old arguments
- Too much airtime from one person
- Avoiding conflict or deferring ownership
- Ending without a clear next step

-