MEETING FLOW CARDS

Cut out these cards to use in your meetings. Got the picture? Make your own!

DISTRACTION

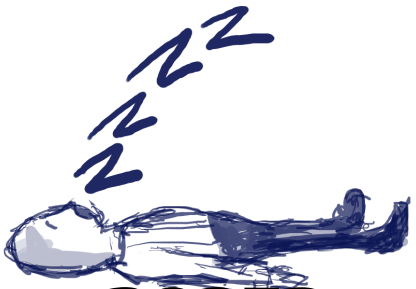
The conversation/meeting has gone off topic

TALKING OVER

Someone has interrupted or more than one person is talking

RABBIT HOLE

A topic that will use up a lot of time without clear purpose

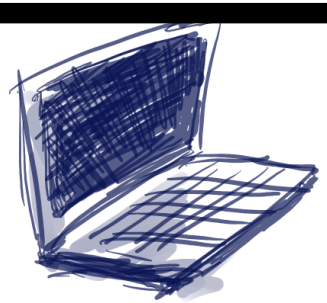


BORED

The meeting has lost focus and/or become repetitive

PHONE

Someone is looking at or fiddling with their phone



LAPTOP

Someone is looking at or fiddling with their laptop (inappropriately)

How to use these cards

When you notice one of the behaviours, hold up the card
Pause, refocus and carry on
Repeat as necessary

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