

Making the Most of Your Updates

Updates provide Roundtables with:

- ✓ A mechanism to reconnect with members' lives
- ✓ A list of potential presentations

My Roundtable's Updates Are (check all that apply):

- Prepared in advance using a common form such as the ones that follow or;
- Prepared in silence at the beginning of each meeting
- Timed and concise.
- Address the most significant issues and describe the related emotion that a member has experienced since the group last met
- About listening to the member speaking and not interrupting or engaging in dialogue
- Debriefed for one minute after each member gives an update for determining future presentations (parking lot)
- Led by the Leader to set an example in modeling openness and vulnerability
- NOT a travel journal



Want to Shake Up Your Updates?

Have members pair off and share updates. Then have each person report on his/her partner's update.

Update Form A

(Choose <u>one</u> from each row below)	Best	Worst	Dread	Look Forward
Business or Finance or Purpose or Faith				
Family or Relationship (w/spouse, kids, siblings, or parents) or Love life				
Personal Health or Mental Health or Physical Health				

Value-Based Updates

Preparing value-based updates requires each member to determine his/her core values prior to completing this form as follows:

1. Each member lists all of his/her values on the reverse side of this sheet. (i.e.: love, honesty, family, faith, health, adventure, independence, growth, etc.)
2. Each member determines his/her top three values.
3. Plug the values into the value column below.

Values	Past 30 days		Future	
	Best	Worst	Dread Most	Look Forward
Value #1				
Value #2				
Value #3				

Monthly Update (Feelings)

Use the following form to share what you've experienced in the last 30 days.
Allow 5 minutes per person to share.

Type of Experience	Event	Importance	Impact	Feeling
		How is it important or relevant?	How does it impact me?	What is the emotion that it evokes in me?
Business	High - Low -			
Personal	High - Low -			
Family	High - Low -			
Future High What's exciting on the horizon? Goal/hope/ Dream you're pursuing? (Business, personal, family or all three.)				

The Parking Lot

Name	Issue	Priority

The Parking Lot

Effective leadership is putting first things first. – Stephen Covey

How do we determine which issues are the important ones?

<i>Quadrant I</i>	<i>Quadrant II</i>
<i>Quadrant III</i>	<i>Quadrant IV</i>