



# superabound

COACHING

MEETING TEMPLATE

## How It Works

This meeting template will save you frustration and help you get results from your team without pleading or threatening.

The three steps of an effective meeting are:

1. Uniting everyone behind the vision
2. Uncovering obstacles, both inner and outer
3. Gaining commitment to desired outcomes

When all three of these are active, your people will be doing their best work and your company will grow without many of the headaches that often come with managing teams.

The outline uses the Progress Formula as its foundation, which states that, "If Vision is greater than the Challenges times Static then progress happens."

This is why you begin the meeting with Vision—why your company or team exists and why it matters.

You then list the Challenges that need to be overcome to make the next step in that Vision a reality. Then you make room for the inner thoughts and feelings that could derail any of your best plans if not addressed.

Finish your meeting with each person writing down the Lantern they will light this week, their desired outcome.

## Weekly Meeting Template



State the Vision for your team. Share a story about how the team recently embodied that vision.



Choose someone to start, sharing the main Lantern, or desired outcome, they are going to light this week.



Have them share the Challenges between them and that Lantern.



Ask what Static is present for them as they consider what needs to be done. If they have Static, help them Honor it, take a moment to let them Explore it, Ask why it's there for them, and Listen to what it needs.



Record any tasks or decisions that come up from the sharing.



Repeat with each team member.



Have everyone write down, in a place accessible by you and the team, what lantern they will light this week.