

JUICY WORK NEWS

Updates from The Learning Advantage

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THE Learning Advantage



Mobley's Musings: Personal Integrity

It seems people are becoming more selfish lately. They're not looking out for their neighbors, and they don't realize that everyone is their neighbor. It makes me wonder whatever happened to personal integrity.

Too many people seem to think that getting away with misdeeds makes them cool. At least once a week I hear someone complain that their parked car was hit, and the offender drove off without leaving a note. Incidents of smash and grabs of merchandise from retail stores are increasing, and some people just walk out of stores with things they didn't pay for, knowing there's little that store personnel can do. On some store shelves, everything from baby formula to toothpaste is under lock and key.

Some try to justify their selfish behavior by claiming insurance will cover damages or lost merchandise, as if no one will pay a price for what they do. But we all pay a price: merchants pass on their increased insurance costs to customers, innocent drivers see their car insurance rates go up, and people become a little meaner in spirit.

Everyday annoyances like people who don't clean up after their dog or don't wait their turn to merge in traffic contribute to the ongoing erosion of civility. Even those who are considerate of others can become angry, unsettled, and less inclined to kindness in the face of recurring acts of selfishness.

The worst part of this "every person for themselves" attitude is the loss of connection to the people around us. We all know that a little bit of kindness goes a long way. If we just treated

Making Meetings Work

When you consider how much time you spend in meetings, it's obvious that eliminating some and increasing the effectiveness of others will give you more time to do your work, develop your team, and build relationships. To be productive, meetings require preparation and active management, just like any other work task.

The most important and often overlooked first step to better meetings is to clarify the purpose of the meeting and determine whether that goal can be met better with a call, memo, or other form of communication.

If you decide a meeting is the best approach, start your pre-meeting planning. Develop a high-level agenda. Determine who needs to be there and confirm their availability. Reserve a place to meet. In some organizations, finding a place to meet needs to

others as we would want to be treated, the world would be a better place.



Ask Sandy

How do I refresh my thinking?

Do you ever feel like you're in a rut, thinking the same thoughts, following the same processes, taking the same approaches at work and even at home? Last month I took a creativity journey that booted me out of my rut and sparked many new ideas.

First, I went to an interactive art show in Santa Fe, New Mexico, called Meow Wolf. The title alone excited my curiosity. Visitors enter a house and proceed from room to room where they are delighted by vivid colors, strange sounds, secret passageways, and funny decorations. Visitors are invited to slide through a washing machine into another room or open a refrigerator door and walk into another room. Because so many rooms are colorful, it comes as a disorienting surprise to enter one done in stark black and white.

For the next leg of my journey, I attended a flower arranging class at a commercial flower farm. I love to arrange flowers, but I'd never had any formal training in it. I learned that with a bit of guidance and a bucket of beautiful flowers anyone can make something beautiful!

By the end of my creativity journey, I had developed ideas for a new workshop and a different approach to coaching. While one part of my mind was focused on mind-bending art and the beauty of flowers, another part was working on how to integrate the unexpected, the various, and the offbeat into my work. Take yourself on a creativity journey and see what new possibilities open up to you.

happen as soon as possible because conference rooms are in high demand. If the meeting will involve virtual participants, make sure the room is equipped with the right technology and it's in good working order. If your meeting requires other materials, such as flip charts or whiteboards, contact the appropriate people to reserve them and have them delivered to the room ahead of the meeting time. Depending on your organization, there may be other conversations you need to have before the meeting: Do you want coffee provided? Will office passes be needed for visitors?

With the room and materials secured, return to the agenda and add details. Begin by listing objectives and expected outcomes. Then break down the content into logical segments that need to be addressed in order to reach the meeting objectives. Assign time frames for each segment and identify who will be responsible for presenting that segment of the agenda. Circulate the draft agenda with those who will be presenting to ensure everyone is comfortable with their assignments and their allotted time. Once the agenda is confirmed, be sure to send it to everyone who

If you have any questions you'd like Sandy to address in future newsletters, email them to: sandy@learningadvantageinc.com



will be attending well beforehand.

After determining *what* will be presented and discussed, think about *how* it will be presented.

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