## Handout: STOP

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* Set expectations:
  + Let your presenters and attendees know you intend on managing the agenda
  + Let the presenter know that you will give them a signal at five and two minutes remaining.
  + Set expectations for questions and answers.
  + Tell attendees to write their questions down to be asked at the end of the presentation avoids unnecessary interruptions, potentially side tracking the conversation.
* Time the presenter:
  + Use a timer to manage the time of your meeting.
  + Keep to the allotted time for both the presentation and the question and answer activity.
  + Always provide a warning time so the presenter does not have to stop abruptly.
* Overcome fear of interrupting:
  + Set expectations of you interrupting people who go over upfront.
  + Use your parking lot to hold questions that require more thought in answering.
  + Call time on questions and answers so you can move to the next topic.
* Politely warn people time is nearing:
  + Avoid being harsh and rigid.
  + Treat others with respect
  + Avoid becoming a tyrant.

Notes: