

AO Survival Guide Meeting Participation

- 1. Use your calendar.**
 - a. Keep your calendar up to date so other AOs, your boss, etc can use outlook to schedule meetings (really simplifies the coord process when trying to pick date/time)
- 2. Be on time for meetings.**
 - a. Set the calendar to warn you with enough time to arrive at mtg location.
 - b. If you don't know where you're going, leave early!
 - c. If it's obvious you're not needed at the meeting then excuse yourself; let them know you can be reached if your help is needed
- 3. Come prepared to address the issues, do your homework.**
 - a. If you cannot make it, ensure someone attends who is familiar with material
 - b. Know why you're going to the meeting, is it to gather info, collect solutions, solicit feedback, influence...?
 - c. Time permitting, research the subject matter.
 - d. Review the read aheads and know your section/agencies position on the issues before you get there.
 - e. Think about what might be asked of your organization and prepare to answer.
 - f. What does your organization bring to the table?
 - g. Know who you are representing, make sure you have your boss's opinion on the subject and have enough background data to represent that office.
 - h. Use the restroom prior to meeting start time, they sometimes become lengthy.
 - i. Don't hog the conversation.
- 4. Be constructive, help be part of the solution vs being part of the problem.**
 - a. Keep emotions in check. The first one to lose their temper loses the fight.
 - b. If you don't agree with the direction an issue is taking, don't just refute it, suggest a solution.
 - c. Be careful with what you say; a comment by you may be interpreted as an OK to press with a decision your boss is totally against.
- 5. Take good notes; others (your boss) may use them for decision making.**
 - a. Expand on your notes as soon as you can while it is still fresh in your memory
 - b. Share your notes when you return to the office. Putting them in an email for office mates creates a memo for record that can be used later.
 - c. Briefing may touch on other functional areas in your directorate. Be sure to inform other AO's if it involves their area.