AGENDA PLANNING FACTORS

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        |
        |              x   x
        |       x          x                  x      x
Energy  |    x                 x       x                 x
        | x                        x                         x
        |                                                x
        |                                                     x
        |_____
                              Time
```
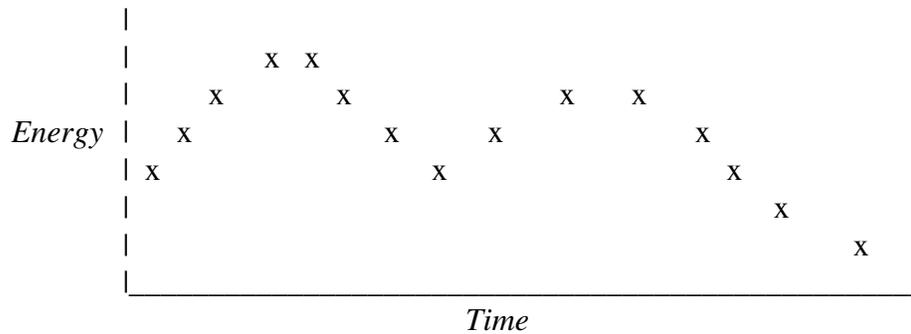
- Use meeting time efficiently by being in sync with natural urges and by planning well
- Keep an ongoing agenda collection list
- Rotate the agenda planner roles
- Assist new members in learning how to use the system
- Screen items to determine which things should be on for a particular meeting and in what order
- Consult with the people involved in each item to ensure seasoning and preparedness
- Turn in items by 1/4 ahead (e.g. one week ahead for a monthly mtg.), and post agenda ahead
- Approve at start of meeting
- When an item comes up in meeting that isn't on the agenda, put it onto the ongoing agenda list unless the group agrees to change topics
- Don't go more than 90 minutes without a break

Screening Factors

WHO WILL BE PRESENT
- To sponsor or present an item?
- To hear information or participate in making a decision?
- To facilitate the meeting?

TIMING
- How long has an item been waiting?
- Are there deadlines for action?
- Where are people at with this issue, are they ready for it?
- What else is going on for individuals and the group?
- Find a balanced mixture of "light" and "heavy" items.
- Consider the length of meeting.

WHOLE GROUP
- What are the priority issues for the group right now?
- Does this really need everyone's time?
- Should it be handled by a smaller group or a manager either before or instead of going to meeting?
- Would it be addressed better by posting something in writing?

PREPARATION
- Is there research that needs to be done ahead of time?
- Is there documentation that needs to be posted or distributed ahead of time?
- Is the sponsor ready to present the item?