

Meet to Give

When and With Whom Might You Use This Tool?

This tool is a tremendously helpful way to get people thinking about and helping each other with an outward mindset. Use it either as a regular way to keep your team working with an outward mindset and/or as a tool to turn your team outward when they are getting inward. (You can also use this tool individually with other people you affect who are not on your team.)

A key difference between this tool and others such as Impact Check-In is the effort by the person utilizing Meet to Give to identify what they think are the other person's objectives, and to then offer to give very specific help.

How to Use It

List the names of three people (perhaps in this room) whose work is affected by your work.

1. **Their objectives.** For each person, write down what you think are their key workplace objectives.
2. **Ways you make things difficult.** For each person, write down ways you have gotten in their way or created difficulty for them—any ways you have made it harder (or failed to make it easier) for them to achieve their objectives, as well as any mistakes or misunderstandings you need to take responsibility for.
3. **Changes you can make.** For each person, write down one to three things you could do that would be helpful to them (e.g., things you could do more of, less of, or differently; information or resources you could utilize or share differently; new actions you could take; support you could give, etc.).
4. **Meet and offer.** Meet with the people you have identified and share your answers to items 1–3 above. Get their feedback and agree on a way forward.
5. **Get feedback.** Get the person's feedback about what you have shared with them. Agree on a plan of action.

Meet to Give

	Preparation			Execution
	Their Objectives	Ways I Make Things Difficult	Changes I Can Make	Feedback
Person				Meet and Offer
Person				
Person				