

# Gathering Guidelines

**"Guidelines for Creating the Ultimate Staff Meeting"**

- 1. Sit in a circle.**
- 2. There are no "problems" - only "challenges" and "opportunities."**
- 3. There is no such thing as a "complaint" - only "suggestions" with at least two solutions!**
- 4. There are no dumb questions, dumb answers, or dumb ideas.**
- 5. Criticizing, teasing, put-downs, and sarcasm are the only taboos.**
- 6. It's okay to say, "I don't know" or "I changed my mind."**
- 7. If you don't agree, say so, and explain your thoughts.**
- 8. It's good to have a mind of your own. Use it only when it matters.**
- 9. Keep asking until you really understand.**
- 10. Failure is not fatal!**

**Be Nice  
(or Else!)**

From the book *BE NICE (OR ELSE!)*, by Winn Claybaugh  
1.800.459.4007, [www.BeNiceOrElse.com](http://www.BeNiceOrElse.com)