


The Meeting Room: Navigating the Complexity of Being a Team Lead

Rebecca's Rules Reflection Prompts

(Companion to The Meeting Room: Leadership Is Orchestration, Not Control)

Each of these reflection prompts ties to one of the 25 Rebecca's Rules. The goal isn't to answer them all at once. Pick one rule each week and let it guide how you show up in the room, with your team, and in yourself.

1. **Great meetings are never accidents. They're always planned.** What's one meeting this week I can plan with more intention, not routine?
2. **Don't play the part. Conduct the masterpiece.** Where am I still trying to prove myself instead of orchestrating others' brilliance?
3. **Every room conducts energy.** How do I want people to feel when they walk into my next meeting?
4. **You are responsible for making the experience good for everyone, not just the one.** Whose voice or perspective might need more space today?
5. **Check your emotions at the door.** What emotion might I be carrying that could cloud how I lead?
6. **Consistency builds rhythm, rhythm builds trust.** Where could I bring more rhythm or reliability to build confidence in my team?
7. **Detail is power when it's placed on purpose.** What details am I focusing on that may not matter — and what details actually do?
8. **You are the hub that connects all moving parts.** Who might be left out of the loop, and how can I bring them in?
9. **You are the calm presence that keeps tension from rising.** How can I ground myself before walking into a high-stakes conversation?
10. **Assumptions breed politics.** What assumption might I need to challenge to rebuild trust or clarity?
11. **Set the downbeat; energy follows.** What tone will I intentionally set at the start of our next discussion?
12. **Surface concerns early.** What's something unspoken that might be quietly derailing progress?
13. **Meetings don't just happen. They reveal.** What does the way we meet reveal about our culture or values?
14. **Influence beats authority every time.** Where can I use influence rather than title to move things forward?
15. **Structure creates space for every voice.** What structure (agenda, check-in, round-robin) would help more people contribute?
16. **If you don't map their world, they won't walk your path.** How well do I understand what matters most to my team right now?
17. **Silence is the space between the status quo and breakthrough thinking.** When was the last time I allowed real silence — and what emerged from it?
18. **Tension is a signal, not a setback.** Where might healthy friction be trying to tell me something useful?
19. **Leaders encourage and lift others behind the scenes.** Who needs quiet encouragement from me this week?
20. **Listen for what isn't said.** What am I missing by only listening to words?
21. **Ideas gain power when they find form.** Which idea on our list needs to be visualized or prototyped to move forward?
22. **Clear the air before it clouds the room.** What unresolved tension might I need to address before it spreads?
23. **Agreement starts with the how, not the what.** Do we have clarity on how we'll make decisions — not just what we'll decide?
24. **Agreement is the overture. Follow-through is the symphony.** Where has a commitment stalled — and how can I help bring it to completion?
25. **Conduct the rhythm that turns dialogue into design and conversation into transformation.** What rhythm can I create to keep our ideas alive after the meeting ends?

 **Reflection Tip:** Choose one rule to live by each week. Write your thoughts, journal a moment it showed up, and share what you're learning with your team. Leadership isn't a performance — it's a practice.