

Rebecca's Rules from The Meeting Room



1. Great meetings are never accidents. They're always planned.
2. Don't play the part, conduct the masterpiece.
3. Every room conducts energy. Set the stage before you play the first note.
4. You are responsible for making the experience good for everyone, not just the one (or the ones).
5. Check your emotions at the door. The meeting is not about you.
6. Consistency builds rhythm, rhythm builds trust.
7. Detail is power when it's placed on purpose.
8. You are the hub that connects all moving parts.
9. You are the calm presence that keeps tension from rising.
10. Assumptions breed politics.
11. Set the downbeat; energy follows.
12. Surface concerns early, turn them into criteria for success.
13. Meetings don't just happen. They reveal.
14. Influence beats authority every time.
15. Structure creates space for every voice.
16. If you don't map their word, they won't walk your path.
17. Silence is the space between the status quo and breakthrough thinking.
18. Tension is a signal, not a setback.
19. Leaders encourage and lift others behind the scenes.
20. Listen for what isn't said.
21. Ideas gain power when they find form.
22. Clear the air before it clouds the room.
23. Agreement starts with the how, not the what.
24. Agreement is the overture. Follow-through is the symphony.
25. Conduct the rhythm that turns dialogue into design and conversation into transformation.