

Go Big	Go Small
Open the meeting by framing the issue (what is the issue/decision, why is it important, how will it be discussed/decided)	When you have the urge to say, "yes, I think that too."
Ask a big question	When you want to reframe what you heard into your own idea
Offer an idea of your own (that isn't already surfacing)	When you want to say, "I did some research and the data validates that."
Redirect the conversation or get it back on track	
Summarize	
Outline next steps	