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100% Effective Natural Hormone Treatment
Menopause, Andropause And Other Hormone Imbalances
Impair Healthy Healing In People Over The Age Of 30!

How to Get the Most Out of an AA Meeting

By Anne Dibala, M. D., The Recovery Coach™

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1. Know where the meeting location is in advance.

You might want to check a directory to see if the meeting is still at that location. Preferably, drive by the building at least the day before so you know where the building is, since many of the meetings are at night and it may be difficult to locate an address in the dark.

2. If you are self-conscious about going to your first AA meeting, or going to a new group, you might want to find someone to go with you who is a member of this group, or know someone in the group.

3. Have a positive expectant attitude.

If it's the first time that you are attending any AA meeting, you might want to talk with someone who is already a member of AA who can explain how the meetings work, or even take you to a meeting.

4. Take a nice bath that day if you can.

Not only will it help you relax and make you feel better as soon as you do, but you may also feel more comfortable in the meeting.

5. Wear comfortable clothes.

The dress code is very informal. Some meetings do not even require that you wear shoes. (Almost everyone in Alaska wears shoes during the winter!)

6. Have a bite to eat before you go if it's a later meeting, and you would have to delay your lunch or dinner.

No reason to be distracted by hunger pangs.

How to Get the Most Out of an AA Meeting

7. If you are a smoker and find it very difficult to go without cigarette, you can make it easier by choosing a "smoking" meeting where, not surprisingly, smoking is allowed during the meeting, ashtrays are provided, and you won't go into a nicotine fit.

8. Try to arrive a few minutes before the meeting is scheduled to begin.

Most AA members are very friendly and glad to greet "newcomers." They're there for the same reason you are -- alcohol was a problem and they want to stop and stay stopped.

9. Realize that you are not required to say anything at all at a meeting.

It's all up to you to say as much or as little as you wish. You don't even have to give your name if you don't want to.

10. Take it a day at a time, or five minutes at a time.

And allow yourself to enjoy the Fellowship.

©Anne Dibala, M.D., The Recovery Coach™, <http://www.responsible-recovery.com> . Anne is a psychiatrist and addictionologist. Our experienced, dedicated staff are here to serve you no matter where you are in your growth curve. If you're high-functioning, we want to help you reach your further goal. If you feel stuck, let us help you. HOPE + HELP + ACTION = RESULTS.

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Agendas Make Meetings Productive

By Martin Haworth

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Meetings take up time and effort, so they need to be very productive and useful. In meetings, one aspect worthy of focus is how well you organise your meetings and having a great agenda does just that.

Having a meeting agenda template that works well for you, week in, week out, creates a consistency which gets your people bought into the meeting process. Delivering an efficiency and effectiveness which makes the most of the valuable time you have together. Key points to note are:–

Circulate

Share your agenda in good time, well before your meeting (with reading material for preview). This gives time for review, preparation and challenge.

RolesIn a meeting there are various roles to be taken on from the start. Chair, notetaker, facilitator, reviewer and other, more specific roles. These should be clearly stated on the agenda in advance of the meeting.

Items for Discussion

Items on your agenda need to be selected carefully and only be relevant for the grouping of people who get together. Time is **precious**, so make sure that when together, only things which need everyone's input are given time.

Set Timings Get clear on your agenda just how long the meeting will last and how long will be devoted to individual items on it. This gives clear indications of what will happen in meeting.

Ground Rules

Within your agenda will be some rules of how the meeting process will work. It is important to set standards of behaviour which everyone signs up to.

AOB

Often included in agendas, this item is one that really should not be there. Good preplanning **before** the agenda goes out should mean that all items are included at that point and, where dispute occurs, the meeting lead takes a decision. AOB can easily take a meeting off the rails and lead to missing time agreements.

Action Points

As the meeting progresses there will be action points that individual meeting members will be accountable for. By having a spot on the agenda for a quick review, prior to circulating these in writing, everyone will be clear on what is expected of them.

Parked Items

Sometimes during a meeting, items arise which whilst important, are outside the scope of that particular meeting. So by both 'parking' them during the meeting, thus validating their importance, and having a specific point to check the next steps for them is clear, they do receive attention. This then allows the meeting purpose to be maintained.

Next Meeting By ensuring the date of the next meeting is an agenda item, this serves three purposes. It indicates to the meeting attendees follow up meetings

It gives an indication of when agreed action points from the meeting are likely to be required. Finally, it reminds the person responsible for the agenda to agree a clear date during the meeting – if not, it is likely to slip.

Meeting Review

Your agenda should also be an ongoing learning tool. As such, and to ensure your meetings truly make a difference, there is a real benefit in reviewing how things have worked in the meeting – for **all** participants. Agenda it.

© 2005 **Martin Haworth** is a Business and Management Coach. He works worldwide, mainly by phone, with small business owners, managers and corporate leaders. He has hundreds of hints, tips and ideas at his website,

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Agendas Make Meetings Productive
35 Surefire Ways to Kill a Meeting
Family Meetings 101
Leadership Secrets for Great Meetings
FOR WOMEN ONLY: AVOID MEETING MISTAKES

Time Management Secrets
Online Dating Secrets Revealed!
Competition Commando
Say A Few Words
Speaking in Tongues – explained!!

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