

**One question to ask before scheduling ANY meeting:**

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**Facilitation is about making things easier.**  
What might we need or want to make easier for online meetings?

- Tip #1: Flatten the curve of synchronous work online.
- Tip #2: Prime the online work: relationships, conversations, follow-through.
- Tip #3: Use more detailed agendas.
- Tip #4: Clarify the rules of engagement.
- Tip #5: Involve others in the facilitation.
- Tip #6: Monitor and encourage individual contributions.
- Tip #7: Carefully craft your questions.
- Tip #8: Summarize and provide status updates more often.
- Tip #9: Ending: Don't leave people hanging.