**PRESENCE**
You set the meeting’s tone whether in person or virtually.

1. **Decide your goals, results, & intended impact** before you even start.
2. **Be intentional about your intentions.** Stay present & stay intentional about your presence & the goals of the meeting & share them proactively.
3. **Practice intentional energetic presence (IEP)** with your facial expressions.
5. **Think of your audience.** They’re experiencing you. Give them a positive experience.
6. **Dress well.** The better the underwear (& shoes), the more fully you’ll show up.
7. **Focus holistically** on the people, the content, & the reactions—not on yourself.
8. **Check your tone, pacing, breathing, & what you’re thinking about them.**
9. **Watch your background.** No one wants to see your messy space on camera.

**CONTAINER**
Make sure your environment is set up to have a good meeting.

- **Hit the head.** Relieve yourself. Brush your teeth. Dance a little jig. Talk to the mirror.
- **Practice punctuality.** Be on time. Kick it off right with presence & respect.
- **Clear the connection:** phone, WIFI, & sound should all be working. Close all non-essential tools.
- **Configure the camera.** Call from a good connection. Pay attention to your background.
- **Set the scene.** Have a clean space, good lighting, & don’t multitask.

**SHOW UP**
It’s your job to be present throughout the meeting & create an engaged environment.

- **Presence.** Put away your phone, email, & other distractions. Pay attention to the room.
- **Addition.** Be a positive energy in the room. Make your presence an energetic contributor, not detractor.
- **Posture.** They may not be able to see you, but they can “feel” & hear you.
- **Face.** It’s worth mentioning again: your face should reflect your intention.
- **Energy.** Whatever you’re thinking, people feel it energetically—it’s expressed in your presence.

From the IEP Leadership Method. More info:

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Make sure the team is clear on intended outcomes. Identify the goals of your meeting & how you want to feel. Do the 5-steps of Intentional Impact with your team, or share yours so you can all show up as powerfully & intentionally as possible. An ounce of pro-activeness now is worth ten pounds of cleaning stuff up later.

Create agreements as a team for how you want to “show up” & relate together. Some favorites:

» Assume good: look for the positive intent.
» Direct engagement: no colluding or gossip.
» Phones off.
» Be prepared.
» Be responsible for energy you bring to the room.
» Invite risk.

You can create agreements with your team, partners, & even within your whole organization.

**Outcomes.** What do we want to have when done?

**Emotional Impact.** How do I want them (each other) to feel?

**Presence.** How will I have to show up to create this impact?

**Belief.** What will I have to believe to show up that way?

**Intentional Action.** What needs to be done to make it all happen? Set up intentions & next steps to guarantee follow through.

**BEfORE ThE MEETINg**

A little goes a long way in setting you & your team up for success.

**AT ThE MEETINg**

You & your team create the quality of the space & outcomes simply by how you show up.

Show up on time. Period.

Phones down. Demand full presence for the meeting.

Name it. If the meeting starts to get off track, presence gets fuzzy, or you hit an “elephant” in the room, name it in a curious, caring & non-blamey way.

Do an energy / presence check in the room before you start. What’s your level of physical, mental, & vibrational energy? What’s the team’s energy? Get them present in their body.

Do a presence reboot. Invite everyone to “intend their presence” so they can show up the way they want & have the most impact.

Don’t be a bummer. That guy sinking the room’s energy? Don’t play. The lowest vibration will win unless you’re good at holding your presence & energetic state.

Remember why you’re here & have fun.

The more connected you are to the people in the room, & why you’re here, the more fun, & impact you’ll have.

**5 STEPS Of INTENTIONAL IMPACT**

Prepare with these steps & get the most impact from your team, & the meeting.

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TEAM PRESENCE
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