

# Tips for Getting the Session Back on Track

## Red Flag Conditions & Situations

## Suggested Strategies

### Off-Topic

- conversation is straying to another activity
- potential "scope creep"

- ✓ Drop it
- ✓ Come back to it

### "Bogged Down" on One Topic

- knowing when you are reaching diminishing returns

- ✓ Assign to Issues List/Parking Lot

### Side-Bar Conversations

- disruptive/distracting cliques

- ✓ Deal with it directly

### Impatient Participants

- reading the group

- ✓ Action Item for later resolution

### Deviating From Agreed to Guidelines

- business vs. technical requirements

- ✓ Remind of their responsibilities

