

Parking Lot

A Parking Lot (wall chart or online doc visible to participants) can be useful for various things—most commonly for dealing with extraneous issues, questions or ideas to be pursued further, topics that need substantial time to address, or topics that need a different set of participants to effectively address. It has the practical effect of capturing important ideas and concerns without spending meeting time that is designated for something else. It has the positive psychological effect that participants feel heard and have some level of assurance that their input will be addressed in the future, preventing distraction.



BEST PRACTICES:

- ✓ Post and bring attention to the tool early in session.
- ✓ Identify potential parking lot topics assertively (encourage all participants to help with this.)
- ✓ Make a quick decision about how each topic will be carried forward.
- ✓ Include Parking Lot items in meeting notes.

Parking Lot

A place to “PARK” topics that are:

- Important, but not on the agenda
- Need substantial time to discuss
- Should be handled offline, and/or by fewer or other people



TOPIC

WHEN / HOW TO ADDRESS

<u>TOPIC</u>	<u>WHEN / HOW TO ADDRESS</u>