

Quick Tip - Advanced Parking Lot

Many of us know how to use a parking lot during a meeting, but you can enhance the technique when the meeting participants are discussing what actions to take.

When to Use

When the group agrees to park an idea or option.

Procedure

Use a chart like the one below to decide *on the spot* the type of follow up that is most appropriate. Ask the group to post a sticky describing the parked idea in the quadrant that fits best.

| | Issues Under Discussion: | |
|---------------------------|-------------------------------|------------------------|
| High | Look for Opportunities to Use | Keep on the Radar |
| /ement | | |
| Potential for Improvement | <u>Consider Later</u> | <u>Do Not Consider</u> |
| | | |
| Low | Easy Impleme | entation Difficult |