

## 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.

