

MICRON MOMENTS

STAY ON
TRACK!

Become a global TM with Aspire's Micron Moments!

GET PEOPLE BACK ON TRACK WITH THIS MM!

Long meetings can be challenging, and you can easily lose people's attention in them. The signs your audience is losing focus can be both obvious – they pull out their phones or check their watches, or more subtle - maybe their eyes start scanning the room or they lean back or start doodling on a piece of paper. The difficult part is getting people back to focus. While an effective leader knows how to bring everyone back on topic, they're also great at keeping everyone focused from the start. Today we will practice some language to help keep people focused and engaged in the workplace.

EXAMPLES

Language for getting back on track:

Does this make sense to you?

Do you have any questions?

Tell me about...

Let's get back to... (the meeting / the presentation / the call, etc)

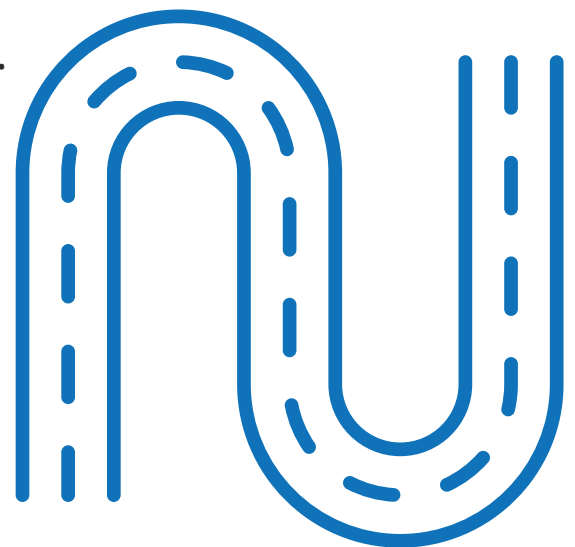
We need to focus on.

I don't think this is relevant, let's stay focused on ...

Let's concentrate on...

I need everybody's attention on this...

I need you all to pay attention to...



EXAMPLE DIALOGUE

James (running the meeting): So, we have identified the problem, discussed some solutions, and now we need to talk about how to implement those solutions. Do you have any questions?

Mike: I understand so far, but can we go back to something we discussed earlier?

James: You and I can talk after the meeting if you feel it is important. Right now, we need to focus on implementing the proposed solutions and a realistic timeline.

Mike: Alright, I can talk to you after the meeting, let's get back to the agenda.

James: Thank you mike. Now, I need you all to pay attention to the timeline if we are going to implement the solutions because

Chris: Sorry to interrupt but are we going to talk about the other problem with the fab?

Mike: Thanks for bringing that topic up, but I don't think that is relevant, right now we need to discuss how we are going to implement solutions to the current problem and a reasonable timeline to implement them.

YOUR TURN!

Hold small online meetings on the topics below. Try to include some of the language above in your meeting if your partner is talking about another topic or doesn't seem interested.

- An idea for the end-of-year party
- An idea for a new space in your office
- The best place to visit in Japan
- A good restaurant to take Micron visitors to
- (Your idea)



Click [here!](#) for more advice and techniques for Meeting English!