

# Agenda Item Order & Pacing

*Adopted from Tree Bressen's handout, "Sample Agendas." (See below.)*

## FOR A 1-1/2 HOUR MEETING:

<b>Item</b>	<b>Presenter</b>	<b>Type</b> <i>(I, D, PD, ED)</i>	<b>Time</b>
Opening			5
Meeting Guidelines	Facilitator		5
Agenda Review	Facilitator		5
Short successful easy item	Person's name	PD	10
Big, difficult item	Person's name	PD	30
Moderate item	Person's name	I, D	20
Appointments, Next Meeting			5
Evaluations	Facilitator		5
Closing			5

## FOR A TWO-HOUR MEETING:

<b>Item</b>	<b>Presenter</b>	<b>Type</b> <i>(I, D, PD, ED)</i>	<b>Time</b>
Welcome, Check-ins, Ground Rules			20
Agenda Review	Facilitator		5
Short successful easy item	Person's name	PD	10
Big, difficult item	Person's name	D	40
Announcements			5
<i>Break</i>			<i>10</i>
Medium item	Person's name	D, PD	20
Evaluations, Check-Outs	Facilitator		10

*Tree Bressen, facilitator and teacher, has been assisting intentional communities, nonprofits, and other organizations with group process since 1994. Pages from her website are available for copying and distribution free of charge as long as these credit lines and contact information are included. Tree lives in Eugene, Oregon.*

🌳 [www.treegroup.info](http://www.treegroup.info)

🌳 [tree@ic.org](mailto:tree@ic.org)