# Unproductive Meeting Behaviors

1. In the 1st column, check-off any unproductive behaviors which you have observed in meetings.
2. Then in the 3rd column, check-off any of these behaviors that you have ever done.
3. Choose 5+ items, and in the 4th column, note the probable impact of each type of unproductive behavior.

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| **Others do this** | **Unproductive meeting behaviors when someone:** | **I’ve done this** | **Probable (unintended) impact** |
|  | 1. Makes inappropriate comments or “jokes” |  |  |
|  | 2. Belittles the input or comments of others |  |  |
|  | 3. Minimizes or rationalizes away the frustrations and comments of group members |  |  |
|  | 4. Interrupts or talks over others  |  |  |
|  | 5. Engages in side conversations  |  |  |
|  | 6. Dominates the conversation  |  |  |
|  | 7. Makes snide or sarcastic comments |  |  |
|  | 8. Only interacts and makes eye contact with people like them; people they like |  |  |
|  | 9. Gives unsolicited “advice;” tell someone how they should have felt or responded differently |  |  |
|  | 10. Dismisses or ignores the input of others |  |  |
|  | 11. Disregards feedback from group members |  |  |
|  | 12. Laughs at or makes fun of other group members |  |  |
|  | 13. Treats peers with disrespect |  |  |
|  | 14. Gives someone the “silent treatment” or “cold shoulder” |  |  |
|  | 15. Uses a negative, judgmental tone |  |  |
|  | 16. Uses an overly aggressive or forceful style |  |  |
|  | 17. Refuses to participate in the discussion or the activity |  |  |
|  | 18. Is silent, shut down or withdrawn |  |  |
|  | 19. Challenges the validity of the information being presented to serve a personal agenda |  |  |
|  | 20. Questions the usefulness of an activity or a discussion to serve a personal agenda |  |  |
|  | 21. Gives excuses or PLEs (Perfectly Logical Explanations) for disrespectful comments and behaviors |  |  |
|  | 22. Raises their voice to try to silence others |  |  |
|  | 23. Emphasizes “good intent” and does not also acknowledge the impact of actions |  |  |
|  | 24. Makes negative stereotypic comments about others or self |  |  |
|  | 25. Tells others they are “too sensitive” |  |  |
|  | 26. Repeats or rewords what members from marginalized groups have just said |  |  |
|  | 27. “Hears” and acknowledges ideas only if they come from members of privileged groups  |  |  |
|  | 28. Does not engage or “hear” comments from members of marginalized groups |  |  |
|  | 29. Judges or dismisses input from members of marginalized groups if they express anger or frustration |  |  |
|  | 30. Only asks members of marginalized groups to repeat what they have just said |  |  |
|  | 31. When confronted, frames the situation as an “attack” |  |  |
|  | 32. Goes to lunch or socializes only with certain group members  |  |  |
|  | 33. Acknowledges and praises only certain group members |  |  |
|  | 34. Rolls their eyes or makes other negative nonverbal behaviors when others are talking |  |  |
|  | 35. Chastises others publicly |  |  |
|  | 34. Critiques and questions only the ideas and materials presented by members of marginalized groups |  |  |
|  | 35. Bullies other group members |  |  |
|  | 36. Has a patronizing or condescending manner |  |  |
|  | 37. Derails the planned format and agenda to serve a personal agenda |  |  |
|  | 38. Criticizes the personal character of group members |  |  |
|  | 39. Takes credit for the work or ideas of others |  |  |
|  | 40.  |  |  |
|  | 41.  |  |  |

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