

## Redirect Phrases Cheat Sheet

**Keep meetings focused, inclusive, and productive, with grace.**

### When a conversation goes off topic:

- “That’s a great point — let’s capture that in our parking lot to revisit later.”
- “Let’s circle back to that after we finish this agenda item.”
- “I want to make sure we get through everything today, can we table that for now?”
- “Can we stay focused on [current topic] and come back to this if we have time?”
- “That’s important, can you email me about that so we don’t lose it?”

### When time is running short:

- “In the interest of time, let’s move to the next topic.”
- “Let’s put a pin in that and pick it up at the next meeting.”
- “We’ve got just 5 minutes left. What are our next steps?”

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### When one person is dominating:

- “I appreciate your input! Let’s hear from someone who hasn’t spoken yet.”
- “Thanks for sharing that, let’s open the floor to other thoughts.”
- “Let’s pause here to check in with others before we move on.”

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### When the group needs refocus or clarity:

- “Let me check, are we all clear on the next step here?”
- “Sounds like we’re getting into planning details, can we bring it back to the decision at hand?”
- “Let’s recap where we are and what we’ve decided so far.”

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- ✓ Use a **“Parking Lot”** (whiteboard, sticky notes, or shared document) to capture good but off-topic ideas.
  - Don’t ignore your parking lot! People will stop using it if items are never addressed.
  - Assign someone to track and review it.
  - If virtual, use a shared screen, chat, or collaborative document.

### Tips for Success

- ✓ **Model respectful redirection** — tone matters as much as words.
- ✓ **Assign a timekeeper or facilitator to help keep things flowing smoothly.**

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