

Time2Talk – Reflection Sheet

Time2Talk supports reflection and feedback on speaking times within a group or meeting. Understanding share of speech facilitates a conversation about the intersections of hierarchies, seniority, gender and other diversity markers. Our tool helps your team to set up efficient structures to make meetings more inclusive and to assure that everyone in your team feels heard.

(Team) Name

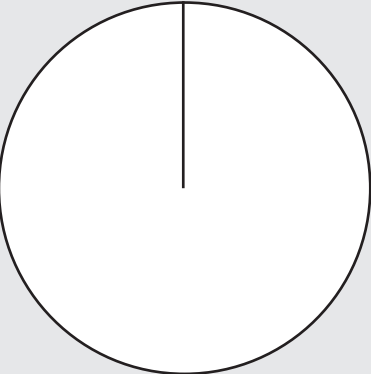
Date / Time Period

Version Short (15 min) Long (60 min)

1. Evaluation ⌚ SV 5 min LG 10 min

Name, Role	Getting Interrupted			Interrupting Others		
	Not at all	Once or twice	Too much	Not at all	Once or twice	Too much
A <input style="width: 100%;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B <input style="width: 100%;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C <input style="width: 100%;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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E <input style="width: 100%;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F <input style="width: 100%;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please fill out the pie chart demonstrating your own evaluation of speech share within the team. How much speaking time would you allocate each team member? Afterwards, note down your thoughts.



Notes

2. Reflection ⌚ SV 5 min LG 20 min

Me

How comfortable are you speaking up in the group?
How much time are you actively listening to others?
How satisfied are you with your verbal contributions in terms of quality and quantity?

Notes

The Team

Who is more introverted, who is more extroverted?
How is the share of speech divided by gender?
What influence does hierarchy have on the share of speech in your team?

Notes

3. And Action! ⌚ SV 5 min LG 30 min

Team Debrief

You would like to talk with your team about it? Here are some questions to get the team debrief started:

- Why do you feel like an equal speaking time is of importance for the team?
- What thoughts came up in the group during the evaluation and reflection?
- How do you encourage those who speak a lot to actively listen?
- How do you empower those who speak less to share their thoughts?
- Outlook: What are you going to do differently in terms of speaking time today than yesterday?

Team Rituals

Establish team rituals for an equal share of speech. Here are some suggestions:

- Decide on a moderator that is responsible for equal share of speech in the meeting.
- Use gestures and raise fingers when you want to speak up.
- Have some time at the end dedicated if someone wants to say something that they haven't said before.

