

The Art of Gathering: How We Meet and Why It Matters

by Priya Parker

A printable to-do list of the most effective habits from this book. Check one off each day you do it.

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01

Write the purpose sentence

Name what this gathering is really for in one specific sentence.

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02

Choose who belongs

Add or remove guests based on the purpose, not politeness alone.

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03

Define one rule

Create one constraint that protects the desired conversation.

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04

Design the closing

Plan the last five minutes before planning the menu or slides.

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05

Open with the reason

Tell people why they are here and what kind of participation matters.

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06

Remove one default

Cut a ritual, agenda item, or format that survives only by habit.

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07

Ask a better prompt

Replace a generic question with one that invites the room you actually want.

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