

## **HANDOUT**

### **Couple Business Meetings**

Develop Agenda between meetings and post in accessible place  
Set a regular time and place to meet

1. Start with Appreciations Exercise
2. One person takes notes
3. Both partners come prepared
4. Agenda describes topic and desired outcome
5. No feelings, just business
6. Take turns, no interrupting, use a timer if needed

If either partner starts to feel emotional or “flooded”, call a Time Out  
Couple to take a 5–10-minute break, bathroom, water, tea  
Come back ready to resume meeting.

Any sticky feelings topics, write down to save for another time or for therapy session.

Finish with list of deliverables – who will do what.

Keep meetings to 30-45 minutes. Set a timer.

Schedule next monthly or weekly meeting, same time, same day.

Thank your partner!