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TOOL 6

**BODY AND ENVIRONMENT SCAN**

**BODY**

**Am I dealing with . . .**

- Sleep deficit?
- Pain?
- Hunger?
- Emotional stress (perhaps from elsewhere)?

**Try to . . .**

- Get enough sleep
- Eat something in advance of the meeting (but not too much sugar or caffeine)
- Release tension through exercise

**ENVIRONMENT**

- Odor: Does the room or location smell bad?
- Noise: Is there noise that is irritating or distracting?
- Time of Day: Has it been a long time since a break, or food?
- Weather: Is the weather poor?

**In the meeting . . .**

- Use expansive posture
- Adopt a positive facial expression (to boost mood)
- Provide food if possible
- Take breaks