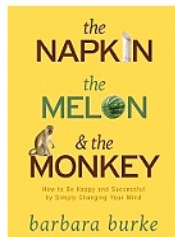


The NAPKIN, The MELON & The MONKEY

Napkin Melon Monkey TEAM MEETING #1: Facilitator's Guide

This Guide is accompanied by a Ppt presentation and the Intention Card hand out. The discussion focuses on the *Aha!*s that Olivia, the main character in *The Napkin, The Melon & The Monkey*, had during her transformational journey. ***That's why it's very important for each participant to come to the meeting having read the book at least once and be prepared to talk about their favorite Aha! from the story.***



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Team Meeting Group Activity: What is your favorite *Aha!*?

Purpose of the Meeting:

To empower your Team to make positive changes that will make a difference in their lives and the lives of others.

- Validate your Team's personal experience. (It's nice to know that others struggle with the same challenges.)
- A forum for exploring how the *Aha!*s can serve as the framework for living a happy, successful life.
- Team members commit to making a positive change in their life by applying their favorite *Aha!* at work in all areas of life.
- The process allows members of the Team to get to know each other in a new way.

Overview of the Team Meeting

Pre-Work:

- Team members come to the meeting having read *The Napkin, The Melon & the Monkey* and selected their favorite *Aha!*.

What you will cover in the Meeting:

- Review the 4 Elements of the book, but focus on Element #2: Olivia's 22 *Aha!*s.
- Each person adopts one *Aha!* as their Personal *Aha!* and commits to applying it at work and in other areas of their life.
- Facilitator provides examples of completing an "Intention Card" for the Personal *Aha!*.
- The group discusses how they can support each other in their intention to apply their Personal *Aha!*s.



Aha! #15 Remember, we all share the same vine.

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Your role as the Meeting Facilitator is to lead an inclusive and engaging discussion about the many ways Olivia's *Aha!*s can make a meaningful difference, not just at work, but also in all areas of life.

Slide 1.

What's Your Favorite *Aha!*?

Team Meeting #1



Aha! #1 Remember, we all share the same vine.

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1. Goals of the meeting:

- Discuss some of the wisdom found in Olivia's *Aha!*s in *The Napkin, The Melon & The Monkey*.
- We will select one of the *Aha!*s as your Personal *Aha!*.
- Once you select your *Aha!* you will complete an Intention Card that

you can post in your work area.

2. Let's keep these things in mind:


- Allow everyone to participate.
- Be present.
- Listen to each other without judgment.
- Hold others in Positive Regard.
- Relax and enjoy the discussion.

3. Begin the discussion:

- Did everyone get a chance to read *The Napkin, The Melon & The Monkey*?

If you haven't already selected your Personal *Aha!*, please think about which *Aha!* is your favorite.

NMM 4 Key Elements

1. SODA
Stop.  serve. Decide. Act
2. Olivia's 22 *Aha!*s
Wisdom to live by.
3. Unplugging
Relax & quiet the mind.
4. Storytelling.
Our stories connect us.

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Slide 2.

Use the following talking points to provide an overview of the 4 Elements within *The Napkin, The Melon & The Monkey*

Each of the Elements (SODA, 22 *Aha!*s, Unplugging, Storytelling) played a crucial role in Olivia's transformation.

Element #1: SODA (Stop.Observe.Decide.Act)

- SODA is the "big idea" in the book.
- This one idea changed how Olivia looked at the challenges in her life and helped her realize that while she had no control over much of what happened, she did have control over her reaction.
- Using SODA in emotionally charged situations helped her gain emotional control and gave her new confidence.
- Her new confident feeling had a positive impact on Olivia's relationships with her customers, her Team and her family.

Element #3: Unplugging

- The term "unplugging" is derived from the action of removing the headset Olivia wore on the job.
- Isabel recommended Olivia take a few minutes every day to disconnect from her stressful job.
- After many false starts, Olivia finally succeeded in quieting her mind and simply observing her thoughts as they floated in and out.
- Olivia credited her regular unplugging sessions to helping her stop to observe situations more clearly and to have the presence of mind to apply SODA when she needed to.

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Element #4: Storytelling

- Stories played a key role in Olivia's transformation.
- When Olivia needed Isabel's advice, instead of telling her what to do, her friend offered her a wisdom story. These were the same stories that had been passed down by her Hispanic ancestors through the generations.
- Olivia's Team became a "Team" after they heard the Fighting Melons Story.

Element #2: Olivia's 22 Aha's

- See the next slide....Slide 3.

Slide 3.

The NAPKIN, The MELON & The MONKEY NMM Element # 2: 22 Aha's

- Olivia has 22 *Aha's* during her life-changing journey.
- Universal truths anyone can use to make life easier.
- Applicable in all areas of life, not just at work.
- Provide a framework for living a happy life.



About Element #2: Olivia's 22 Aha's

- The *Aha's* in the story are practical bits of age-old wisdom. The reason that these *Aha's* ring true is because they capture universal truths that have stood the test of time.
- Olivia encountered a series of problems and challenges. These are the same experiences that we all face at one time or another.
- When Olivia figured out how handle these challenges, she didn't want to forget these life lessons so she wrote an "*Aha!*" as a reminder of what she learned.
- By the end of the story Olivia had accumulated 22 *Aha's*.
- In fact, these *Aha's* were so important to Olivia that she considered them to be a blueprint for living a happier life.

Select and discuss our favorite Aha's (Group exercise)

Slide 4.

The NAPKIN, The MELON & The MONKEY What's your favorite Aha?!

What were your reasons for selecting that particular *Aha!*?



- One reason that the *Aha's* resonate with individuals is because they apply to all areas of life – not just at work.
- As you discuss the *Aha's*, encourage your Team to relate that *Aha!* to their life outside of work as well.
- Start the discussion off by sharing the *Aha!* you selected and your reasons for picking that particular one. Again, relate your reasons to both work and non-work situations.
- Go around the group and ask each person to share their favorite *Aha!* and their reasons for selecting it.
- Let everyone know that they have the option to pass.

Slides 5 & 6: A list of the 22 Aha's on 2 slides.

The NAPKIN, The MELON & The MONKEY Olivia's 22 Aha's

Aha #12 Great supervisors follow the Golden Rule and do the right thing.
Aha #13 Spreading my wings is the only way to fly.
Aha #14 Give a little. Get a lot.
Aha #15 Remember we all share the same vine.
Aha #16 United we stand. Divided we fall.
Aha #17 Our stories connect us with each other.
Aha #18 Success comes from bringing out the best in others.
Aha #19 Winners don't just point out problems, they fix them.
Aha #20 It's not what happens to you in life, it's what you do with what happens that counts.
Aha #21 Real freedom comes from letting go of the outcome.
Aha #22 Generous hearts make a difference.

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Group Activity: Complete your Personal Aha! Intention Card.

Slide 7.

I intend to apply this **Aha!** to my personal and professional life

Aha! #

- I selected this particular **Aha!** because:
- How I benefit from applying this **Aha!**:
- I might encounter these obstacles:

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- Hand out an Intention Card to each Team member.
- Review the next 4 slides that give examples of how two people filled out their cards.

Slides 8 & 9

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My personal Aha!

Aha! #2 It's not about me.



I intend to apply this **Aha!** to my personal and professional life

Aha! #2 It's not about me.

- I selected this particular **Aha!** because:
I let angry customers get to me sometimes. I know I shouldn't lose my temper. Customers are mad about their problem. It's not personal.
- How I benefit from applying this **Aha!**:
My conversations with customers will go more smoothly. I'll feel less stressed-out. If I can remember to pause for a second to really see what's going on, I will be less touchy when my girlfriend says something negative.
- I might encounter these obstacles:
I know I'll probably forget sometimes. When that happens I will not get down on myself.

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My personal Aha!

Aha! #10 The less I talk, the more I learn.



I intend to apply this **Aha!** to my professional and personal life.

Aha! #10 The less I talk. The more I learn

- I selected this particular **Aha!** because:
I know that I'm a bad listener. I used to think I'd save time doing two things at once. I know now that it really understand what somebody is telling you, you have to give them your undivided attention.
- How I benefit from applying this **Aha!**:
If I do a better job of listening, my customers will be a lot happier and hopefully more cooperative. My oldest daughter will appreciate it if I listen to her and not give her advice all the time. That's really what she wants.
- I might encounter these obstacles:
I know that when I get really busy and stressed-out I may forget to slow down and listen. That's when I'll have to remember to have SODA!

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Slides 10 & 11

About completing the Intention Card:

- If there isn't enough time for everyone to complete the card while in the meeting, ask them to complete the card within the next day.
- Ask them to post their completed Intention Card in their work area as a daily reminder.
- The Cards make great "conversation starters" for the Team and the supervisor.
- Some supervisors make copies of their employees' Cards so they can reference them in their coaching sessions.

Slide 12.

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Tips for Keeping Your Intention

- Share your **Aha!** intention with family & friends.
- Don't expect perfection.
- Post your Intention Card in your work area.
- Compare notes with those who have the same **Aha!**
- Share your success stories at your next meeting.
- When you apply your **Aha!**, notice the positive result.



Committing to support each other in our intention.

- Fulfilling our new intention often requires us to replace an old behavior with a healthier one.
- If you've tried to lose weight or stop smoking you know that there will be times when you will slip into your old behavior. When that happens recognize that "nobody's perfect" and simply start again. Vow to try to do better the next time. The key to behavior change is persistence.

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Discuss creative ways to deal with barriers and stay on track.

- Ask Team members what kinds of barriers they expect to encounter in fulfilling their intention.
- Refer to one of the examples:

I intend to apply this **Aha!** to my professional and personal life.

Slide 11

Aha! #10 The less I talk. The more I learn

- I selected this particular **Aha!** because:
I know that I'm a bad listener. I used to think I'd save time doing two things at once. I know now that to really understand what somebody is telling you, you have to give them your undivided attention.
- How I benefit from applying this **Aha!** :
If I do a better job of listening, my customers will be a lot happier and hopefully more cooperative. My oldest daughter will appreciate it if I listen to her and not give her advice all the time. That's really what she wants.
- I might encounter these obstacles:
*I know that when I get really busy and stressed-out I may forget to slow down and listen. That's when I'll have to remember to have **SOUL!***

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Aha! #10 The less I talk, the more I learn.

The woman in this example will need to make a conscious effort to stop from talking. Her love of talking is consistent with an expressive personality. It will be a challenge for her to change the habit, but over time with focused effort, she can be a much better listener. Listening is a skill that anyone can learn. She will be even more committed to change when she sees the positive reaction as she becomes more receptive to what others are saying and being

more “present.”

- To the group: The person in our example knows herself well enough to realize that when she is in a hurry or feeling stressed she may lose her focus and not listen as well.
- If you were her friend – what advice would you give her for dealing with this?

Closing thoughts

- As Olivia discovered in the story, it wasn't always easy to leave the comfort of her old familiar habits and try something new. She understood that the only way she was going to really fly -- to achieve happiness and be more successful in life – was to make the commitment to change the way she thinks – and acts.

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Aha! #13

Spreading my wings
is the only way
to fly.



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- We are leaving the meeting today with the same challenge that Olivia had.
- Please remember that you have the power to be happier, to be less stressed and enjoy life even more if you choose to succeed.
- This **Aha!** sums that idea up: **Aha! #13** *Spreading my (our) wings is the only way to fly.*

Interested in reinforcing the value of the **Aha!**s and their application to work and to life? Consider having your Team subscribe to the author's "**Monday Aha! Workplace Wisdom.**" It's an email card that arrives every Monday in their inbox. See www.barbaraburke.com/blog to sign up and read the latest **Aha!**

Consult the website: www.barbaraburke.com for more info about using *The Napkin the Melon & The Monkey* to make a difference in your organization. Consult the site for the promo code to use when ordering 15+ books direct from the publisher for \$ 9.98 -- 50% off the cover price. Quantities of 1 -14 books receive 30% off.



Aha! #15 *Remember, we all share the same vine.*