

# Timekeeper

*Everyone's time is important and service coordinators need to be respectful of that when preparing for an IFSP meeting, scheduling an IFSP meeting, and facilitating an IFSP meeting. Below are some helpful tips to help service coordinators in their role as "timekeepers." Feel free to add your own ideas and strategies to the list.*

- 🕒 Start on time
- 🕒 End on time
- 🕒 Refocus group when necessary
- 🕒 Establish how much time is needed when scheduling
- 🕒 Check in with group at beginning of meeting to review any time restrictions
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