

MEETINGS CHEAT SHEET

THE 5 MEETINGS IN YOUR MEETING RHYTHM:



	Frequency	Purpose	Duration	Who Attends	Size
Daily Huddle	Every working day	Refocus, synergize and get people fired up!	Not more than 15 minutes	Everyone in the organization is involved in a huddle	No more than 12
Manager's Meeting	Once per week	Deal with operational issues, solve tactical problems	Not more than 90 minutes	Senior leaders	No more than 12
Annual Planning and Strategy	Once per year, before the year begins	Guard culture, set and check strategy, set and review goals	All day	Senior leaders	Under 12
Townhall	2-12 times/year depending on organization size	Let everyone know what's going on	No more than 60 minutes	Everyone in the organization	Unlimited
Quarterly Review	3 times/year	Assess culture, recheck strategy, review and reset goals	One half day or full day	Senior leaders (rotate up-and-comers through to catch leadership DNA)	Under 12

MASTER TIPS

Never waste people's time	Encourage disagreement	Break into smaller groups if people don't talk	Summarize all action steps at the end
Ask "What are we here to accomplish?" and "When will the meeting end?"	Prohibit the use of cell phones	Try a walking meeting	Start with why the meeting is important
Change locations to spice things up	Ask for meeting evaluations	Avoid rabbit trails	Get people fired up!