

Thoughtfully Ruthless Meaningful Meetings

- Exemplary
- Could do better
- Energy Zapper

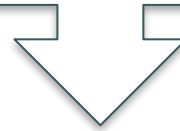
1. Clear purpose
2. Intentional attendees
3. Deliberate use of time
4. Clarity if informing, deciding or debating
5. Attendees have all the same information before decisions are made
6. Documented action items and follow up

Thoughtfully Ruthless Meeting Math

$$\begin{array}{|c|} \hline \text{Average} \\ \text{Hourly} \\ \text{Salary} \\ \hline \end{array} \times \begin{array}{|c|} \hline \# \\ \text{Attendees} \\ \hline \end{array} \times \begin{array}{|c|} \hline \text{Length} \\ \text{of} \\ \text{meeting} \\ \hline \end{array} = \text{Meeting investment}$$

What was the outcome of the meeting?

- decisions / results / impact to biz goals: revenue, profit, marketshare, customer satisfaction



Are you getting a great return on investment?

Meeting	Owner	Attendees (number and roles)	Purpose	Frequency & Duration	Rating