TEAM APPLICATION GUIDE

KEY CONCEPTS

Rethink (and Reschedule) Your Meetings

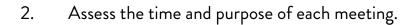
- 1. Meetings can often be the enemy of work.
- 2. We live in meetings and our productivity dies in them.
- 3. Meetings expand to fill the time that you've set aside for them (unless you decide they won't.)
 - Assign yourself a meeting cap. A meeting cap is the maximum number of meetings a week you can have and still be At Your Best.

DISCUSSION QUESTIONS & APPLICATION STEPS

Here are 5 simple steps to follow right now to get meetings working for you, and not against you:

- 1. Do a meeting audit:
 - a. How many recurring meetings do you have?
 - b. What is the average number of random meetings you have?
 - c. Total how many hours a week those meetings take up.

TEAM APPLICATION GUIDE



a. All of your meetings should fall into these 3 categories:

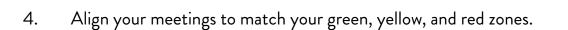
Meetings that are too long.

Meetings that are too short.

Meetings that are just right.

- b. Once categorized, ask why each meeting still matters?
- 3. Trim your meetings.
 - a. Challenge the default timeframe of calendaring apps.
 - b. Ask "could we reduce the frequency of any of our meetings?"
 - c. Look for any meetings that can be cut out completely.

TEAM APPLICATION GUIDE



a. For many leaders, your yellow zone is actually your best zone for meetings.

- b. Try to avoid your red zone when scheduling meetings.
- c. Only put highly creative or important meetings in your green zone.

5. Propose a meeting-free day or two every week where nobody on your team can book a meeting.