

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.

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2. Assess the time and purpose of each meeting.
 - 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.

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4. Align your meetings to match your green, yellow, and red zones.
 - 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.