

The Four Meetings

Meeting Type	Time Required	Purpose and Format	Keys to Success
Daily Check-in	5 minutes	Share daily schedules and activities.	<ul style="list-style-type: none"> • Don't sit down. • Keep it administrative. • Don't cancel even when some people can't be there.
Weekly Tactical	45 - 90 minutes	Review weekly activities and metrics, and facilitate problem and resolution kites to resolve tactical issues.	<ul style="list-style-type: none"> • Don't set agenda until after initial reporting. • Postpone strategic discussions.
Monthly strategic	2 - 4 hours	Facilitate pre prepared kites to create robust discussion and group decision making on critical issues affecting long-term success.	<ul style="list-style-type: none"> • Limit to one or two topics. • Prepare and do research. • Engage in good conflict.
Quarterly Off-site Review	1- 2 days	Review strategy, industry trends, competitive landscape, key personnel, team development.	<ul style="list-style-type: none"> • Get out of office. • Focus on work, limit social activities. • Don't over structure or overburden the schedule.

Adapted from Death by Meeting by Patrick Lencioni

Four Meetings

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