

# 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"> <li>• Don't sit down.</li> <li>• Keep it administrative.</li> <li>• Don't cancel even when some people can't be there.</li> </ul>                  |
| 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"> <li>• Don't set agenda until after initial reporting.</li> <li>• Postpone strategic discussions.</li> </ul>  |
| 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"> <li>• Limit to one or two topics.</li> <li>• Prepare and do research.</li> <li>• Engage in good conflict.</li> </ul>                               |
| Quarterly Off-site Review | 1- 2 days       | Review strategy, industry trends, competitive landscape, key personnel, team development.   | <ul style="list-style-type: none"> <li>• Get out of office.</li> <li>• Focus on work; limit social activities.</li> <li>• Don't over structure or overburden the schedule.</li> </ul> |

*Adapted from Death by Meeting by Patrick Lencioni*

# Four Meetings

**Richard Bailey**



## **Four Meetings:**

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