



Current Meeting Audit

Part 1: The Current Meeting Audit

Using the accompany worksheet "Team Meetings that Matter" List your recurring meetings and evaluate them against the "7 Reasons for Meeting" and the "3 Categories" (Strategic, Tactical, Operational) mentioned in the video.

Meeting Name	Attendees	Frequency	Reason (1-7)	Type (S, T, or O)*	Effectiveness (1-10)

Dream Meeting Schedule

Meeting Name	Attendees	Frequency	Reason (1-7)	Type (S, T, or O)*

The Transition Plan:

- Which current meeting will you **cancel** or **reformat** first?
- How will you explain the "Why" (moving from burden to vehicle for mission) to your team?