



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) |
|--------------|-----------|-----------|--------------|--------------------|----------------------|
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Dream Meeting Schedule

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