

Worksheet

The Edge Team Training

Module 7- Session 1

Creating a New Meeting Culture

Creating FIRE Meetings.

EXERCISE 1.

We are not including 1 to 1 meetings (focused work and deep work)

Let's look at the meetings you attend now:

1. How many meetings have you attended in the last two weeks?

2. How many hours do you estimate those meetings took?

3. Estimate what percentage of the time you contribute (speak) in those meetings?

4. How many of those meetings could you have not attended?

EXERCISE 2.

Let's look at the meetings you think you need:

1. Write down the meetings you should be attending:

2. Write down the meetings you would like to stop attending:

EXERCISE 3.

Discuss as a team:

1. Amount of meetings: How can we have less meetings?
2. Length of meetings: How can we make meetings shorter?
3. Number of attendees: How can we have less people at the meetings?