

Worksheet

The Edge Team Training

Module 8- 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 fewer meetings?
2. Length of meetings: How can we make meetings shorter?
3. Number of attendees: How can we have fewer people at the meetings?