Meeting Upgrade Checklist

Make Meetings do Real Work

1 Before The Meeting:

Stop meetings that have no job from stealing your time or influence.

- I know the job of this meeting. (e.g., decision, alignment, problem solving, planning)
- I understand what should be different when we leave.
- I know why I am here.
- I know how to prepare.

If the purpose isn't clear, what clarifying question can I ask?

2 During The Meeting:

Replace passive attendance with useful contribution.

- What are we trying to decide or align on *right now?*
- Am I adding clarity, highlighting risks, or helping us choose? (if not, silence is okay)?
- Is the conversation looping or drifting?
- Is there an assumption we haven't named?

Would a summary, reframe, or decision check help right now?

3 After The Meeting:

Prevent Meeting Amnesia and Momentum Loss.

- I know what decision was made or deferred (on purpose)
- Everyone knows who owns the next step
- We expect something to be different before the next meeting
- What should change about the next meeting?

Is this meeting earning its place on our calendars?