

# The Four Meetings

Meeting Type	Time Required	Purpose and Format	Keys to Success
Daily Check-in	5 minutes	Share daily schedules and activities.	<ul style="list-style-type: none"> <li>• Don't sit down.</li> <li>• Keep it administrative.</li> <li>• Don't cancel even when some people can't be there.</li> </ul>
Weekly Tactical	45 - 90 minutes	Review weekly activities and metrics, and facilitate problem and resolution kites to resolve tactical issues.	<ul style="list-style-type: none"> <li>• Don't set agenda until after initial reporting.</li> <li>• Postpone strategic discussions.</li> </ul>
Monthly strategic	2 - 4 hours	Facilitate pre prepared kites to create robust discussion and group decision making on critical issues affecting long-term success.	<ul style="list-style-type: none"> <li>• Limit to one or two topics.</li> <li>• Prepare and do research.</li> <li>• Engage in good conflict.</li> </ul>
Quarterly Off-site Review	1- 2 days	Review strategy, industry trends, competitive landscape, key personnel, team development.	<ul style="list-style-type: none"> <li>• Get out of office.</li> <li>• Focus on work, limit social activities.</li> <li>• Don't over structure or overburden the schedule.</li> </ul>

Adapted from *Death by Meeting* by Patrick Lencioni

# Four Meetings

**Ian Pickup**



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