ANTI-MEETING PRESCRIPTION™



GAME-CHANGING SYSTEM ANYONE CAN USE + KEEP PEOPLE FOCUSED + GET MORE DONE FASTER + CLAW BACK HOURS + ALL NEW DAILY AI PROMPTS

IF (M ≠ C1, C2, C3) FEWER FORMULA™

IF YOU DON'T C1 CARE TO BE THERE GET C2 CURIOUS THEN HAVE C3 COURAGE

× C1 CARE	Can I make a substantive **contribution** in the meeting?
× C2 CURIOSITY	Can I **learn** or share something that will help us deliver in our jobs?
× C3 COURAGE	Am I uniquely placed to create **movement** towards a decision?

IF YOU FEEL FEAR, BLAME, OR APATHY: BALANCE DRAWBACKS WITH BENEFITS

THE CHECK-IN

A MOMENT AT THE START OF MEETINGS FOR EVERYONE TO CONNECT + GET FOCUSED + BE INCLUDED.

START THE MEETING BY ASKING TWO SIMPLE QUESTIONS:

Q1: WHAT AM I FEELING (IN THIS MOMENT)?

Q2:

MEETING:	× ROLES	× GOALS	× POLLS	× OTHER
	PROJECT	TEAM	QUICK	OTHER

SUBMARINE COMMANDER

LIKE A SUBMARINE, EVERY MEETING NEEDS A LEADER. THE SUBMARINE COMMANDER MANAGES:

- **DIRECTION** × PROPOSE × COUNTER
- **DEPTH** × ENQUIRE × ADVOCATE
- **SPEED** × TIME BOXING × CLOCK WATCHING



AT OUR BEST

SUREFIRE ANTIDOTES

TACTICAL ACTIONS TO CURE DYING MEETINGS

FROM VAGUE SUBJECT LINES
TO DECLARATIVE **OUTCOME LINES**

FROM LAND COLD AND REACT
TO AN INTENTIONAL **1-MINUTE RESET**

FROM TALKING ABOUT NOTHING
TO TALKING ABOUT A **BRING-A-THING**

OPERATING RITUALS

OPERATING NORMS THAT BREATHE LIFE INTO MEETINGS

HOW TO START EVERY MEETING:

3-WORD AGENDA
× PURPOSE × OUTCOME × STEPS

HOW TO END EVERY MEETING:

PLAYBACK **CHECK-OUT**

ALWAYS NEVERS™

CONSISTENCY BEATS INTENSITY

WHAT WE AGREE TO ALWAYS DO:

WHAT WE AGREE TO NEVER DO:

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