



DEATH BY MEETING QUIZ

- | | YES | NO |
|---|-----------------------|-----------------------|
| 1 Are your meetings dull and uninspiring? | <input type="radio"/> | <input type="radio"/> |
| 2 Do team members question the usefulness of meetings? | <input type="radio"/> | <input type="radio"/> |
| 3 Are critical issues avoided or overlooked during meetings? | <input type="radio"/> | <input type="radio"/> |
| 4 Do you wonder if team members are holding back during meetings? | <input type="radio"/> | <input type="radio"/> |
| 5 Do team members complain about having to attend meetings? | <input type="radio"/> | <input type="radio"/> |
| 6 Do you find that meetings end without resolution of critical issues? | <input type="radio"/> | <input type="radio"/> |
| 7 Do you discuss administrative, tactical and strategic topics during the same meetings? | <input type="radio"/> | <input type="radio"/> |
| 8 Are important discussions cut short because of time constraints? | <input type="radio"/> | <input type="radio"/> |
| 9 Is your team reluctant to go off-site more than once a year to review the state of the organization and business? | <input type="radio"/> | <input type="radio"/> |
| 10 Do team members seem disengaged during meetings? | <input type="radio"/> | <input type="radio"/> |

If you answered **NO** to all of these questions, congratulations! You have one of those rare teams that has mastered the art of meetings.

If you answered **YES** to 1-4 of these questions, you could probably improve your organization's decision-making and overall effectiveness by making a few adjustments to the structure and content of your meetings.

If you answered **YES** to 5 or more of these questions, your meetings are probably causing you to waste considerable resources, both human and financial, and creating confusion within your organization. You should consider making significant changes in the content and structure of your meetings.