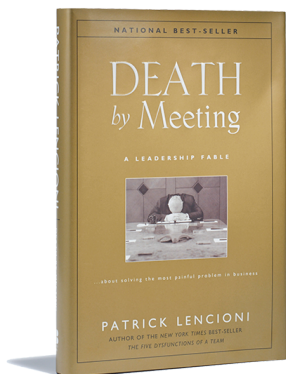


DEATH BY MEETING



MEETING TYPE	TIME REQUIRED	PURPOSE/FORMAT	
Daily Check-in	5 – 10 minutes	Share daily schedules and activities	<ul style="list-style-type: none"> • don't sit down • keep it administrative • don't cancel even when some people can't be there
Weekly Tactical	45 – 90 minutes	Review weekly activities and metrics, and resolve tactical obstacles and issues	<ul style="list-style-type: none"> • don't set agenda until after initial reporting • postpone strategic discussions
Monthly Strategic (or adhoc strategic)	2 – 4 hours	Discuss, analyze, brainstorm and decide upon critical issues affecting long term success	<ul style="list-style-type: none"> • limit to one or two topics • prepare and do research • engage in good conflict
Quarterly Off-site Review	1 – 2 days	Review strategy, competitive landscape, industry trends, key personnel, team development	<ul style="list-style-type: none"> • get out of office • focus on work; limit social activities • don't over-structure or over-burden the schedule