Daily Check-in

Weekly Tactical

Monthly Strategic

Quarterly Off-site Review
### Meeting Type | Time required | Purpose/Format |
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**Daily Check-in** | 5 – 10 minutes | Share daily schedules and activities  
- 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  
- 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  
- 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  
- get out of office  
- focus on work; limit social activities  
- don’t over-structure or over-burden the schedule |