



Your Meeting Flow

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Get your quarterly reviews, your annual business planning days, and your weekly meetings all locked in for the next 12 months. That's your meeting flow and it's what allows you to stay in control and to retain focus.

Your Meeting Flow

Annually - The Business Plan

- 1 or 2 days set aside
- Re-focus the business
- Ensure there is a compelling vision for the future
 - 10 Year BHAG
 - In 3 Years Time
- Ensure there is a sound Operational Plan for the next 12 months
 - In 1 Year
 - Quarterly Goals

Quarterly - The Quarterly Business Review

- Anywhere from a few hours to a full day set aside
- Work through Quarterly Business Review Agenda
 - Capture any learning
- Set 3 or 4 goals for the next quarter

Quarterly - The State of the Nation Update

- Update team on results and highlights from previous quarter
- Update team on plans/goals for next 90 days (or year)

Weekly - Leadership/Level 10 Meetings

- Same time, same location every week
- Start and finish on time - run for full 90 minutes
- All to dos completed each week
- Following the IDS (Identify, Discuss, Solve) process