

The Four Meetings

Meeting Type	Time Required	Purpose and Format	Keys to Success
Daily Check-in	5 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	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, industry trends, competitive landscape, key personnel, team development	<ul style="list-style-type: none"> *Get out of office. *Focus on work; limit social activities. *Don't overstructure or overburden the schedule.