



Meeting Rhythm

	Meeting	Time	Purpose & format	Tips for success
<input type="checkbox"/>	Check-in / Huddle Daily	15-30 minutes	Share daily schedules and activities, as well as room for what's on people's minds	<ul style="list-style-type: none">• Make it peer-led rather than you-led• Make it a safe place for people to share• Don't cancel even when someone can't be there
<input type="checkbox"/>	Tactical Weekly	45-90 minutes	Review weekly activities and metrics, and resolve tactical obstacles and issues	<ul style="list-style-type: none">• Postpone strategic discussions for the Monthly Strategic meetings• Be sure to praise behaviour you want to be repeated• Don't cancel even when someone can't be there
<input type="checkbox"/>	One-to-Ones with Team Members Weekly	45-90 minutes	Check-in with team members personally, receive any reporting, coach them on their team building and performance	<ul style="list-style-type: none">• Make this your time to help your team members grow• Don't let the personal update be a short conversation – invite openness
<input type="checkbox"/>	Strategic Monthly and ad-hoc	2-4 hours	Discuss, analyze, brainstorm, and decide upon issues affecting long-term success	<ul style="list-style-type: none">• Limit to one or two topics• Prepare and do research• Engage in healthy conflict
<input type="checkbox"/>	Off-Site Quarterly or biannually	1-2 days	Review strategy, competitive landscape, industry trends, key personnel, and team development	<ul style="list-style-type: none">• Get out of office• Focus on work, but create social times• Don't over-structure or overburden the schedule
<input type="checkbox"/>	All-hands Meeting Quarterly or biannually	1-3 hours	Inspire the workforce, update on key goals and strategies	<ul style="list-style-type: none">• Make these engage the senses• Have different people speak

This has been adapted from the superb book, [Death by Meeting](#) by Patrick Lencioni. I've added additional types, such as one-to-one meetings with members of your team, which is highlighted as critical in [Nine Lies About Work](#) by Marcus Buckingham.