

MEETING RHYTHMS WORKSHEET

INSTRUCTIONS

On the left-hand vertical column, list every group or constituency in your organization. These groups will be different for every organization but may include groups like

Senior leadership team	Purpose	Who Attends
Shop floor	Admin staff	Finance people
Tech teams	Up-and-comers	Sales team
Marketing team	Operations people	Other teams

1. Decide which meetings each group will be included in
2. Make sure everyone is involved in a huddle, and is touched by some other meeting or combination of meetings
3. Decide who will lead each meeting

	Daily huddle	Weekly Manager's	Annual Planning	Quarterly Review	Town Hall