WORKSHEET + WORKED EXAMPLE

Make the Meeting Earn Its Place

A purposeful invitation, an honest time budget, and a clear ending.

10 minutes | Leader Rebellion · Meeting designer

Use it in three moves

1. Choose the main purpose: share information, explore a question, or make a decision. Consider whether an accessible written or recorded update would be enough.

2. Invite the people needed for that purpose. Plan time for preparation, different views, and a conclusion; do not fill every minute with presentations.

3. Use the agenda budget to check the promise. Finish by recording what happened, who owns the next step, and how absent people will hear it.

What is the meeting about?

Main purpose

Choose: Explore a question / Make a decision / Share information

What should be different when we leave?

Who needs to be there-and why?

Make the Meeting Earn Its Place

YOUR WORKING NOTES / CONTINUED

Could an update or smaller conversation do this?

Name access needs and genuine reasons to meet.

What preparation is necessary?

Keep it realistic; provide time and a clear question.

Available meeting minutes

How will decisions, actions, and unresolved questions be shared?

One item at a time

Copy this page for additional items. Use one row, option, task, or possibility per copy. The web tool handles calculations and comparisons where included.

Agenda item

What will this item produce?

Minutes

A question for me

Who is doing extra work before or after this meeting that the invitation does not acknowledge?

See one way through

FICTIONAL WORKED EXAMPLE / NOT THE ANSWER TO YOUR SITUATION

What is the meeting about?

Agree the customer onboarding handoff

Main purpose

Make a decision

What should be different when we leave?

Choose what Sales must confirm with Delivery before promising a start date.

Who needs to be there-and why?

A Sales colleague, a Delivery colleague, and the person accountable for the onboarding promise.

Could an update or smaller conversation do this?

Share routine status beforehand. The unresolved handoff needs a conversation.

What preparation is necessary?

Read three anonymized handoff examples and note the missing information.

Available meeting minutes

30

How will decisions, actions, and unresolved questions be shared?

Post the decision, owner, date, and remaining uncertainty in the shared work log.

Example item 1

Agenda item: Name the unresolved dependency

What will this item produce?: A shared account of the problem

Minutes: 5

Example item 2

Agenda item: Hear options and constraints

What will this item produce?: Two feasible approaches

Minutes: 15

The example continued

Example item 3

Agenda item: Choose and assign the next step

What will this item produce?: Named owner and review date

Minutes: 10

The thinking behind it

Nic argues that good intentions need workable conditions. A meeting can provide access and clarity, or quietly consume the time people need to do the work.

An original Leader Rebellion exercise. This meeting designer combines a purpose check with simple agenda arithmetic. It is an invitation to decide whether a meeting is useful, not a claim that fewer meetings are always better.

Read The Magic of Mr. Greenleaf - A Servant Leader's Guide to the Impossible by Nic Payne