



## Meeting Agenda

### for Productivity & Accountability

- Schedule regular and purposeful meetings. Start on time and finish on time.
  - You will increase momentum.
  - Have better communication.
  - Your team will be happier and more productive.
  - Everyone will have accountability.
  - You will experience results.

#### Weekly (approximately 75 minutes)

Vital Aspects of Your Meeting	Time Allotted	Responsibility
Introduction.	5 minutes	
Review tasks relating to your quarterly milestones.	5 minutes	
Track each employee's measurable goal.	5 minutes	
Discuss customer and employee news (updates, wins or losses).	5 minutes	
To-do's for the week.	5 minutes	
Solve and Resolve (3 – 6 per week) – address any current or upcoming issues to turn your challenges into opportunities.	45 minutes	
Wrap-It Up!	5 minutes	

*Other meetings suggested that will benefit your business:*

1. Annual meeting (approximately 2 days)
  - a. To discuss your Vision for your company with key leaders and discuss any changes to the Vision or desires for innovation.
  - b. Create your 1 year Vision & Business plan map.
2. Quarterly (approximately 1 day)
  - a. To review the Vision & Business Plan Map.
  - b. To review the last quarter's milestones.
  - c. To create upcoming quarterly milestones.
  - d. Flip key challenges into opportunities.

*Note: This is an adaptation from the book Traction by Gino Wickman*