THE MEETING RESET:
FEWER MEETINGS, FASTER DECISIONS

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Kill it, shrink it, or keep it:
a decision for every meeting eating your calendar.

The weekly meeting got shortened from 60 minutes to 50. The agenda got tighter. One person came off the invite. Nobody asked whether the meeting needed to happen at all. Meanwhile, the deck arrives during the meeting, action items leave with no names attached, and there's no room left on the calendar for the work the meetings were supposed to move.

The Meeting Reset gives every recurring meeting a three-way decision: **kill it, shrink it, or keep it**, and sets up the ones that stay to run well.

For teams and leaders who own recurring meetings, and everyone who sits in too many of them.

Takeaways

- ✔ **A clear filter for deciding whether a meeting needs to exist.**
- ✔ **The real cost of meetings, and a system for right-sizing who's in the room and how long it runs.**
- ✔ **Facilitation tools that keep discussion moving without shutting anyone down.**
- ✔ **A guardrail for staying present that respects how different people focus.**
- ✔ **Kill it, shrink it, or keep it, applied live to one of their own meetings.**



Watch the Clip

"This is one of my favorite trainings ever. So appreciated all the concrete examples and suggestions. I wish every training were this tangible!"
— Mirin Greenberger, Software Development Manager, IDEXX

Format: Keynote, breakout, or training.

Pairs well with: ***Virtual and Inclusive by Design****, a standalone session on hybrid meeting equity and neuro-inclusive practice.*

BOOK A CONNECTION CALL