



THE MEETING RESET: FEWER MEETINGS, FASTER DECISIONS



High-Performance
Keynote Speaker
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Sixty-seven percent of people attending meetings call them unproductive
(*State of Meeting Note-Taking, Laxis*).

The Meeting Reset gives leaders a three-way decision framework: **kill it, shrink it, or keep it**, and starts with the question that should come before the invite goes out: Does this need to be a meeting at all? Three questions decide it, along with a real weekly meeting budget, meeting-free days, and a clear-eyed look at what AI notetakers change and what they still can't replace.

For the meetings that do happen: right-sized length, real accountability for action items, and facilitation tools that keep discussion moving without shutting anyone down. The guardrail here isn't a device ban; it's staying genuinely present, whatever that looks like for the person in the room.

Attendees leave having run one of their own recurring meetings through kill it, shrink it, or keep it, live, and decided on the spot.

Takeaways

- ✓ A clear filter for deciding whether a meeting needs to happen at all, updated for what AI notetakers genuinely change and what they don't.
- ✓ 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 the discussion moving without shutting anyone down.
- ✓ A guardrail that protects real presence without a blanket ban on devices, since some people focus better when typing, doodling, or mapping out ideas.
- ✓ Kill it, shrink it, or keep it: a live decision on one of their own recurring meetings, made in the room.

"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 with: [Virtual and Inclusive by Design](#), a session on hybrid meeting equity and neuro-inclusive practice.