

Team Tune Up



You are the Chief Clarity Officer for Your Team

1

Here's where you fit...

2

Here's what you do...

3

Here's why it matters...

Let's talk about Meetings...





Most people hate meetings.



Most meetings waste people's time.

A group of diverse people, including men and women of various ethnicities, are smiling and stacking their hands in a circle. The image is overlaid with a semi-transparent blue filter. The text "1 Hour Meeting x 10 People costs 10 Hours" is centered in white.

1 Hour Meeting x 10 People costs 10 Hours

Cost Clock - Display the True Cost of Meetings

costclock.com/#participants

Asana LinkedIn Facebook IS Drive BaseCamp Amazon Netflix ESPN Belay School TD Evernote HLB Giving Company ChatGPT Other Bookmarks

CostClock Clock Participants Settings About

Fork me on GitHub

Cost Clock

Display the True Cost of Meetings

\$ 1.17

00:01:10

Pause

Reset

Meeting Participants

Find a public employee through the search or add a custom individual.

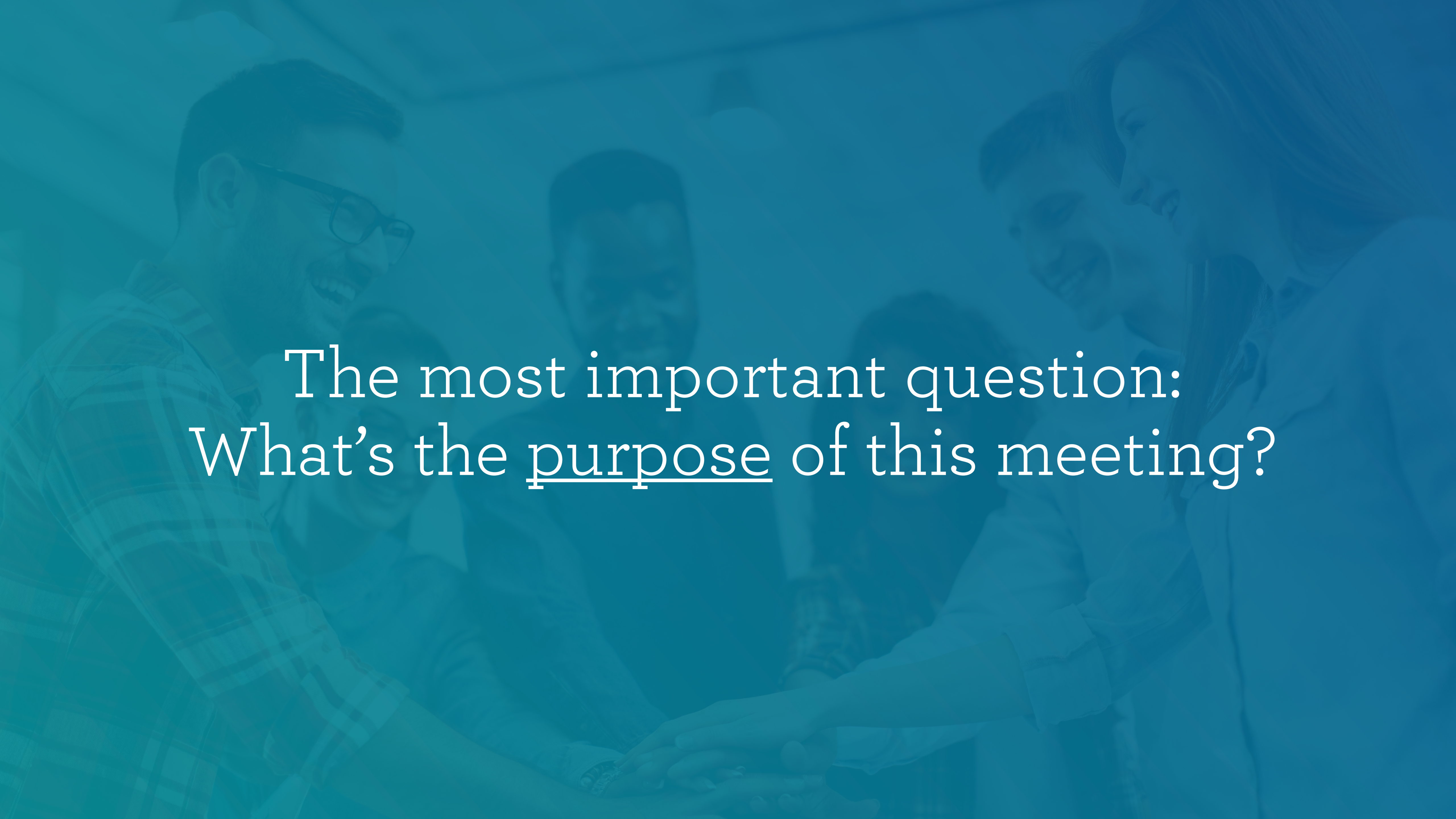
Start typing to search employees...

Participants

Connecting...



I want your meetings to be
intentional and strategic.

A group of diverse people, including men and women of various ethnicities, are gathered around a table in a meeting. They are smiling and looking at each other, suggesting a collaborative and positive atmosphere. The image is overlaid with a semi-transparent blue filter. Centered on the image is white text that reads: "The most important question: What's the purpose of this meeting?".

The most important question:
What's the purpose of this meeting?

You need strategic PEOPLE
at strategic MEETINGS.

A group of diverse people in a meeting, with a blue overlay and white text.

Strategic Meetings
Annual
Quarterly
Monthly
Weekly

Meeting Cadence

▼ OUR MEETING DATES ▼

Annual Retreat

- Review and update your Two Page Plan
- Review and update organization chart
- Review and update RACI
- Set 3-5 church wide goals for the upcoming year
- Create, update, or review the annual calendar
- Review and make changes to the budget

RETREAT

Quarterly Meetings

- Set quarterly goals that will help you achieve your annual goals
- Determine big rocks - the 90-day work efforts that will help you accomplish your mission
- Review and plan the coming three months
- Select one ministry to focus on and make better

Q1
Q2
Q3
Q4

Monthly Meetings

- Report on results
- Report out on progress of quarterly rocks and make any necessary adjustments
- Review and schedule internal and external communications
- Plan for leadership and staff development for staff and key leaders

JAN
FEB
MAR
APR
MAY
JUN
JUL
AUG
SEP
OCT
NOV
DEC

Use the Meeting
Cadence Worksheet
to Plan Your
Strategic Meetings