

# MEETING RHYTHM WORKSHEET



After reviewing the recommended meeting rhythm and agendas, complete the following worksheet to determine the proper meeting rhythm for your organization.

MEETING DESCRIPTION	ATTENDEES	WHEN AND HOW LONG	WHERE	OUTCOMES	GROUND RULES
EXAMPLE: Customer Service Daily Huddle	EXAMPLE: All CSR's	EXAMPLE: Mon-Fri @ 8:12-8:27am	EXAMPLE: Small Conference Room	EXAMPLE: Alignment, Informational, Identify Stucks/Obstacles	EXAMPLE: Stand up, Be Prepared, Start on time, Rule of '3'

17

