



Recurring Meeting Audit

Make one clear decision before the next invite

1 DEFINE THE JOB

Meeting / series			
Outcome it owns			
Decision owner			
Review date		Cancel if	

2 SIZE THE COMMITMENT

Team-hours per month **people x hours x monthly frequency**

Start with time. Add a loaded hourly-cost estimate only if it helps the decision.

People		Minutes		Times / month	
Current team-hours / month		Target team-hours / month			

3 CHOOSE ONE MOVE

☐ KEEP Live debate, coordination, or trust-building genuinely improves the outcome.	☐ SHORTEN The same outcome fits a smaller agenda and a firmer time box.
☐ SHRINK Only the people who decide or contribute need to attend live.	☐ REPLACE A structured written update can produce the same result asynchronously.

DECISION _____

What changes next, who owns it, and when will you review the result?



25-Minute Decision Agenda

Turn discussion into an owner and a deadline

A RUN THE ROOM

0-3	Frame the decision	State the decision, owner, and evidence needed today.
3-8	Surface facts	Share only facts that change the decision; move status updates to the pre-read.
8-20	Resolve tradeoffs	Test options, risks, and disagreement. Park topics that do not affect the decision.
20-23	Name the decision	Record what was decided, what was not, and the reason.
23-25	Assign the move	Name one owner, one deadline, and the place where progress will be updated.

B EXIT RECORD

Decision			
Owner		Due date	
Update location			
Meet again only if			

C REVIEW AFTER TWO CYCLES

- | | |
|---|---|
| ☐ The meeting produced the outcome it owns. | ☐ Actions moved without another clarification meeting. |
| ☐ Every live attendee contributed to that outcome. | ☐ The written update replaced status-only discussion. |
| ☐ The new duration or cadence was enough. | ☐ Keep, adjust, or stop the experiment. |

NEED THE FULL 30-DAY SYSTEM?

The Meeting Reset Kit adds the full audit, async scripts, decision brief, and scorecard.

English + Hebrew. Individual and team licenses are available at meetingleak.com.