



# Death by Meeting

## Weekly Tactical Meeting Guide

### I. Lightning Round Notes

### II. Key Metrics Review

Goal/Metric

Behind  
On Target  
Ahead  
Unknown

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

### III. Tactical Agenda Items

Order

Topic

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

### IV. Potential Strategic Topics

Topic

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### V. Decisions/Actions

### VI. Cascading Messages



# Tactical Meeting Guidelines

## I. Lightning Round (5-10 minutes)

Ask each team member to list the Top 3 things on their plate for the coming week. This should take no longer than 1 minute per person, even with a couple of follow-up questions. *Note any issues that need to be discussed further.*

## II. Key Metrics Review (5 minutes)

Review the key metrics of your business and note the current status of each. These metrics should be ones your team has previously identified as critical for your success.

## III. Tactical Agenda Items (30 minutes)

Discuss the potential tactical issues to be covered, assign an order for the discussion and dive in. These issues may have appeared either in the Lightning Round or the Key Metrics Review.

## IV. Potential Strategic Topics

As you progress through your meeting, use this area to note the topics that you need to cover during a strategic meeting. *Be sure to resist the temptation to resolve these issues right away.*

III. Tactical Agenda Items	
Order	Topic

## V. Decisions/Actions (5 minutes)

Ask one team member to chart the decisions and actions that were committed to during the meeting. Team leaders should note these, as well.

## VI. Cascading Messages (5 minutes)

Discuss what, if anything, each team member should communicate to their direct reports from the meeting. Agree on a timeframe for that communication to occur.