Avoid Death by Meeting

Glenn Lyday (‘03)
Principal Consultant
The Table Group

UCLA Anderson
ALUMNI NETWORK
TWO REQUIREMENTS FOR SUCCESS

Smart
- Strategy
- Marketing
- Finance
- Technology

Healthy
- Minimal Politics
- Minimal Confusion
- High Morale
- High Productivity
- Low Turnover
THE FOUR DISCIPLINES OF A HEALTHY ORGANIZATION

1. Build a Cohesive Leadership Team
2. Create Clarity
3. Over-Communicate Clarity
4. Reinforce Clarity

ORGANIZATIONAL HEALTH
The Two Problems with Meetings

- Lack of Drama/Conflict
- Lack of Context
Drama/Conflict

Movies vs. Meetings
Drama/Conflict

“The Godfather”

Man vs. Man
Drama/Conflict

“The Perfect Storm”

Man vs. Nature
Drama/Conflict

“A Beautiful Mind”

Man vs. Himself
Drama/Conflict

“Raiders of the Lost Ark”

The Hook!
The Two Problems with Meetings

- Lack of Drama/Conflict
- Lack of Context
Contextual Structure

**Content**
- Administrative
- Tactical
- Strategic
- Developmental

**Timing**
- Daily Check-in: 5 - 10 minutes
- Weekly Staff: 45 - 90 minutes
- Ad Hoc Topical: 2 - 4 hours
- Quarterly Off-site Review: 1 - 2 days
Contextual Structure

**Content**

- Administrative
- Tactical
- Strategic
- Developmental

**Timing**

- Daily Check-in: 5 - 10 minutes
- Weekly Staff: 45 - 90 minutes
- Ad Hoc Topical: 2 - 4 hours
- Quarterly Off-site Review: 1 - 2 days
# Weekly Tactical Meeting Guide

1. Lightning Round Notes
2. Scoreboard Review
3. Tactical Agenda Items
4. Cascading Messages
The Centrality of Meetings

1. Build a Cohesive Leadership Team
2. Create Clarity
3. Over-Communicate Clarity
4. Reinforce Clarity

ORGANIZATIONAL HEALTH
For free organizational health tools visit:

www.tablegroup.com/oh