

Meeting Rhythm

QUICK LOOK

Map out a regular cadence for meetings to make sure you're having the right conversations at the right times.

Summary

Meetings get a bad rap and are often at the top of the list of wasteful team practices. It can be tempting to toss them out, but this often causes teams to become misaligned, disconnected, and only focus on what's urgent. The solution isn't to cancel meetings but to make them better.

A rhythm of regular, intentional meetings is the cornerstone of your communication and management practice. Learn to do these well and you'll not only strengthen relationships and engagement, but you'll also solve problems faster and become more responsive to your team's needs.

Key Actions



1. Determine the types of meetings you need to have on a regular basis.

The meetings you need to have as a manager fall into two categories: one-on-ones and team meetings.

One-on-One Meetings

Below are short descriptions of two types of one-on-one meetings.

- **Tactical One-on-One:** A daily or weekly meeting focused on tasks and short-term goals.
- **Growth One-on-One:** A monthly meeting focused on your team member's experience and what they need to grow and develop.

Team Meetings

When planning out your approach to bringing your team together, we recommend you consider these three core types of team meetings. Each serves a distinct purpose and cadence.

- **The Action Meeting:** A daily or weekly operational meeting focused on collaboration and making progress on shared work.
- **The Strategy Meeting:** A monthly or quarterly meeting focused on longer-term goals and strategic priorities.
- **The Retrospective Meeting:** A quarterly or as-needed meeting focused on learning and improving the ways in which you accomplish your work.



2. Put these meetings in your calendar.

This seems obvious, but it's a step that many miss. Don't schedule the date and time only one meeting in advance – chart them out for the entire quarter. Then do everything you can to protect that time and to be prepared for each meeting.

To start, follow the suggested frequencies above. At some point, you will create a more custom rhythm and determine how often each type of meeting needs to happen in your context.



Tips

- Feel free to play with this a bit. Meeting rhythms are a perfect candidate for a continuous improvement approach – review their effectiveness often and don't be afraid to experiment with changes regularly.
- While the default role of the facilitator often falls on the manager, this doesn't have to be set in stone. Another team member might be quite skilled at facilitation and eager to practice in their team context. Some teams even make this a rotating role so that everyone gets this learning opportunity.

