



# Meeting Assessment

Keep a running list of the meetings you attend over the next month. Use this template to help determine if the meetings are worthwhile. If not, start eliminating them. If so, see if you can reduce their frequency and/or length while increasing their impact. (*\* to calculate cost, take your annual salary and divide it by 2080 to get your hourly rate. Then calculate the cost of each task based on how much time it takes you. Do this for each person in each meeting as well.*)

The more no's you have for the last 4 questions, the more you can change for the better.

Meeting	Frequency daily, weekly, monthly, etc.	Time it takes	\$ Cost	Value high, medium, low	Do I need to be present?	Does everyone need to be present?	Is it necessary?	Is the duration / frequency necessary ?