

ZERO MEETING BUDGETING

This technique encourages you and your team to reset and assess meetings annually to:

- ✓ Challenge if the meeting is still needed
- ✓ Ensure the meeting provides maximum value.

STEP 1. RESET YOUR MEETINGS.

With your team, reassess and justify your meetings by asking these four questions:

1. Why was the meeting created?
2. Does the meeting still satisfy its original purpose today?
 - If not, cancel it.
 - If it is not satisfying its purpose, but has value, cancel it and establish a new meeting that follows the P.O.P. PowerPlay™ below.
3. Can the meeting be completed in less time (i.e., 15 to 30 minutes)? If so, then reduce the time. A shortened timeframe often creates more focus, resulting in increased efficiency.
4. Have each team member pick their Top 3 Most Valuable Meetings. What are they and why did they choose them? This provides clarity in what the team thinks is productive. Ensure these remain.

STEP 2. FOCUS AROUND CONTEXT

Many meetings and presentations spend the majority of time on background or details, making it inefficient, because the attendees lack context of those details. Instead, implement these tactics:

- **Invert your meetings to lead with the Meaning and/or Recommendations first**, then follow with Background or details.
 - For example, if you are sharing recommendations, have your first slide present the Recommendations, and if the audience asks questions regarding the recommendations, you can then go to slide x.
 - For Meaning, provide “color” to help the audience better understand the situation or need. Share the context or information that will align them to the meeting’s outcome and purpose. The intent here is to prevent the “oh, now I understand” comments.
- **If you need to provide Background at the beginning of the meeting (e.g., Overview, Status Summary, etc.), then provide a written brief to be read individually.** Next, allow for clarifying questions. This will reduce the tangents or “rabbit trails” that often derail meetings and instead, will keep everyone aligned.

STEP 3. REQUIRE ALL RECURRING MEETINGS TO FOLLOW P.O.P.

To ensure that all participants understand and are aligned with the meeting’s intent, use the POP PowerPlay™. It’s a fast and easy to remember technique for meeting appointments. And if you require it for accepting all meetings, the team will adopt it quickly! [Access it here.](#)