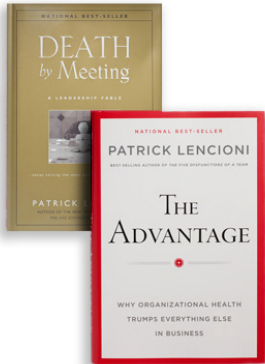


# THE FOUR MEETINGS



TIME	PURPOSE	KEYS TO SUCCESS
5 - 10 minutes	<b>Daily Check-in:</b> Connect informally around any relevant tactical items	<ul style="list-style-type: none"> <li>• Don't sit down</li> <li>• Keep it quick and tactical</li> <li>• Don't cancel even when some people can't be there</li> </ul>
60 - 90 minutes	<b>Weekly Tactical:</b> Review scorecard and resolve critical tactical obstacles and issues	<ul style="list-style-type: none"> <li>• Don't set the agenda until after scorecard review</li> <li>• Postpone strategic discussions</li> </ul>
2 - 4 hours	<b>Strategic:</b> Discuss, analyze, brainstorm and decide upon a critical issue affecting long-term success	<ul style="list-style-type: none"> <li>• Focus on a specific topic</li> <li>• Prepare in advance</li> <li>• Fully embrace conflict</li> </ul>
1 - 2 days	<b>Developmental Offsite:</b> Review playbook (team development, dynamics and clarity), as well as competitive landscape, industry trends and key personnel	<ul style="list-style-type: none"> <li>• Get out of the office</li> <li>• Focus on work, limit social activities</li> <li>• Don't over-structure or overburden the schedule</li> </ul>