

The Meeting Optimizer: Your Team's Coach for More Engaging and Productive Meetings



A TOOL TO ELEVATE MEETING EFFECTIVENESS

We've all been there – sitting through long sessions that seem to go nowhere. Introducing "The Meeting Optimizer", a tool designed to help teams improve productivity and engagement in meetings. This tool isn't just about improving your next meeting; it's about continuously improving the way your team collaborates during meetings.

WHAT DOES IT LOOK LIKE?

The Meeting Optimizer consists of two essential elements:

- Individual Preparation Sheet: the template for personal reflection. It helps team members reflect on their meeting habits and contributions.
- Meeting Optimizer Poster: Used during a poster session to facilitate collective progress. It enables members to regroup individual perspectives into a consolidated view, visualizing and identifying areas for improvement.

HOW IT WORKS

- Start with individual preparation: Rank and reflect on your personal meeting habits and contributions using the Individual Preparation Sheet. Choose between a gradual approach over 1 or 2 weeks of quick personal reflection after your meetings, or a focused 10-15 minute individual preparation time just before the poster session.
- Visualize your team's meeting practices: Get together with your completed preparation sheets. Calculate the average team score for each best practice and place a post-it note on the poster under the corresponding score and category. Observe and comment the visual pattern emerging from the added notes.
- Brainstorm and set improvement goals: when all best practices are on the poster discuss the strengths and areas for improvement. Ask each participant to share at least one personal commitment to help the team grow and enhance a specific aspect of the team's meetings.
- Review and adapt regularly: Think of the tool as an ongoing process, not a one-off event. Schedule the next review date to monitor progress, reassess objectives and adjust strategies. The process can be gamified by agreeing on team rewards as the average scores increase (best practices moving to the right on the poster). Apply the 80/20 principle to determine whether a reward has been achieved (when 80% of practices are at a given level or higher).

LIMITS AND APPLICABILITY

<div>✓</div> <div>Ideal for reflecting on and improving this type of meetings:</div> <ul style="list-style-type: none"><li>Decision-making and planning meetings</li><li>Idea generation and problem-solving sessions</li><li>Recurring management meetings</li></ul>	<div>✗</div> <div>Not designed to reflect on these scenarios:</div> <ul style="list-style-type: none"><li>Informational gatherings and speeches</li><li>Client-facing or relational meetings</li><li>Spontaneous or casual gatherings</li><li>Sensitive or confidential sessions</li></ul>
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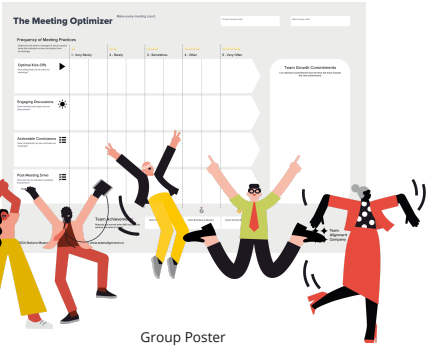
INTEGRATIONS

The Meeting Optimizer is latest addition to the Team Alignment Toolkit presented in "High-Impact Tools for Teams", 5 tools to enhance your team's soft skills and effectiveness:

- Team Alignment Map:** Plan as a team, ensure optimal contributions.
- Team Contract:** Defines team norms, streamlines operations.
- Fact Finder:** Enhance meeting productivity with effective questions.
- Nonviolent Requests Guide:** Structured approach for navigating conflict.
- Respect Card:** Checklist for tactful and polite communication.

KEY BENEFITS

- Enhanced meeting productivity and engagement
- Continuous improvement of meeting culture
- Empowerment through collective insight and personal commitments



Group Poster

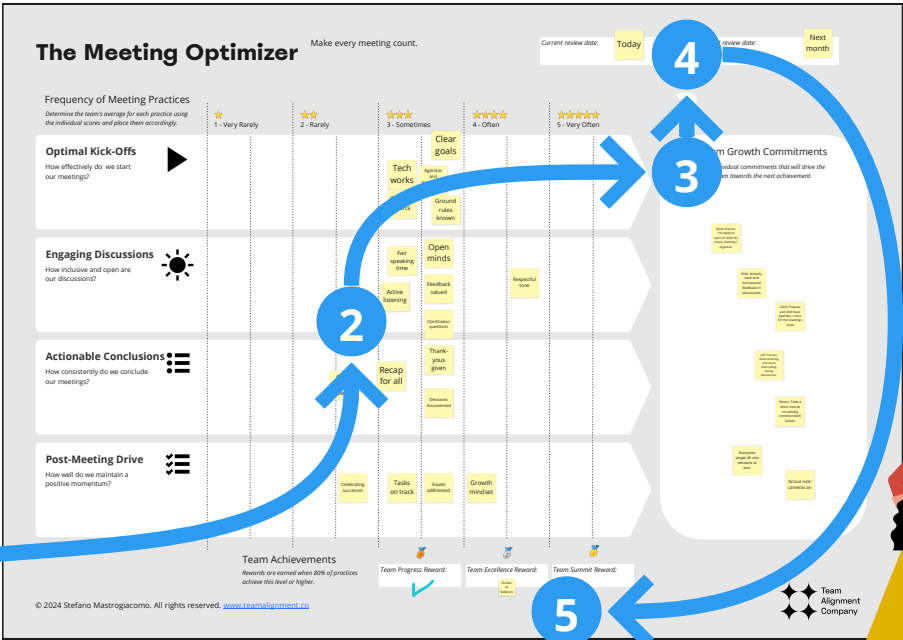


Individual Prep Cards

DISCOVER MORE



HIGH-IMPACT TOOLS FOR TEAMS  
Stefano Mastrogiacomio and Alex Osterwalder  
Wiley | Strategizer Series, 2021  
  
All tools designed by Stefano Mastrogiacomio  
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Dana



Bob



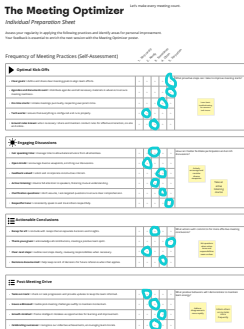
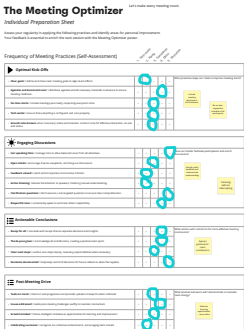
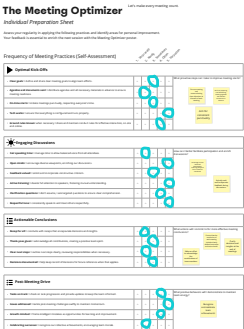
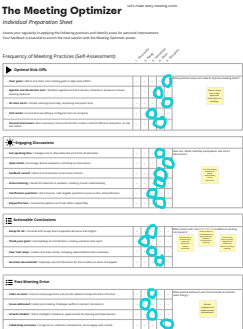
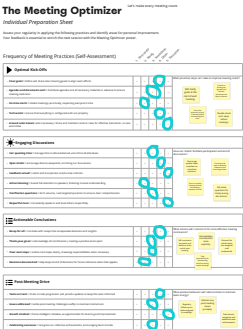
Clara



Jeff



Simon



DOWNLOAD THE PDF TEMPLATES HERE

<https://www.teamalignment.co/downloads>