FOCUS · RUN EFFECTIVE MEETINGS

Meeting Audit Lab

Test whether a standing meeting still earns its cost — then keep it, fix it, or kill it.

The meeting _____

Owner _____ Date _____

1 · THE TRUE ANNUAL COST

the number nobody adds up — approximate is fine, you only need a realistic estimate

Attendees _____

×

Meeting length (hours) _____

×

Times per year (e.g. weekly = 52) _____

×

Average cost per person-hour (₹) _____

True annual cost ₹ _____

...and per single meeting: ₹ _____

2 · THE HONEST VALUE

what it delivers today — not what it was created to deliver

What outcome does this meeting actually produce?

Could the same result happen another way?

without a meeting · less often · with fewer people

The cost is paid every week. Its value was decided once. Does the value justify the cost?

3 · THE VERDICT — CHOOSE ONE

every meeting exits with one of three — there is no fourth option

☐ **KEEP**

the value clearly justifies the cost

Why it earns its cost (so the next audit is faster):

☐ **FIX**

worth keeping — but not as it runs

The exact change (shorter / fewer people / less often / async):

☐ **KILL**

the cost isn't earning its value

Cancelled on (date) — not "wind it down", cancel it:

No ~~"review it later"~~ · no ~~"leave it for now"~~ — a verdict you don't action today is a meeting you kept.

A meeting's cost is paid every week; its value was decided once.

Test existence, not facilitation · compute the true annual cost · one of three — keep, fix, or kill · action it today, or you kept it.

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