## THE LEADERSHIP ACADEMY / A Conversational Approach







- List all meetings currently on your schedule that you attend and/or run.
- Assess meetings and identify any changes or recommendations.



Meeting (Name, Date, etc.)	Meeting	Meeting	Meeting	Meeting
Purpose Goal or Outcome				
Standing or Project Focused?				
Who attends?				
How is the time used?				
Is there an agenda? Minutes?				
Suggested changes and/or reccomendations?				

