

# MEETING ECOSYSTEM INVENTORY

This meeting inventory is designed to help you evaluate the health of your current meeting ecosystem. Please complete the chart below.

- 1) List all of your regular meetings in the first column.
- 2) Evaluate each meeting according to the criteria listed in the columns with a simple yes/Y or no/N
- 3) Add up the Ys and Ns both for each row and each column.
- 4) Answer the two questions on the next page.



1. Please use the tallies in the chart above as a guide to look for patterns. For example, do your meetings last about the right amount of time, but they happen too frequently? Could you plan better on whom to invite (or whom not to invite)? Are there things you can learn from how one meeting works that could apply to another? You may find that the answers don't mesh with your actual experience of a particular meeting, especially since the choices force yes or no responses. That lack of alignment is itself useful information. The goal here is simply for you to reflect on your meeting ecosystem so that you can take advantage of opportunities to make your meetings better. Please write what you observe below.

2. Are there any regular meetings listed here that you think should happen but do not? Please write them down.