



Lead with EASE - Get Better Meetings, Make Better Decisions Together

Meetings are supposed to increase teamwork and effectiveness by bringing to bear the best and the brightest to solve a problem. However, all too often they may get hijacked or side-tracked by other things that are also important to the people in the meeting. Learn to make room for the meeting by meeting with purpose

What is the Purpose of the Meeting?

Purpose	Low Direct Interaction	Medium (in-person, hybrid or videoconference) interaction	High (in-person) interaction
Inform	Broadcast briefing, one or more presenters. Large audience with high relevance to the topics.	Ask Me Anything (AMA) or Q&A clinic	Roadshow with breakout. Discourse and dissent likely
Decide	Consent by email if trivial, use read receipts	Decision forum with criteria	Decision workshop with trade-offs
Solve	Triage board with asynchronous activity. Interactions with the board may be simultaneous or alone	Issue review	Design sprint block
Learn	Read and reflect over a time period. Asynchronous interaction in a chat channel, perhaps reviewing a document with comments	Debrief with prompts	Retrospective with facilitation