

# FILAMENT MEETING PLANNING CANVAS

USE THIS TOOL TO PLAN YOUR NEXT MEETING – BEFORE YOU INVITE OTHERS TO ATTEND!

## 1 NAME YOUR MEETING

Go ahead and give it a cool name!

## 2 TELL OTHERS WHY THEY SHOULD ATTEND AND WHAT YOU'LL DO

It is difficult to accomplish more than one or two things in a single meeting. If you need to do more, consider using multiple, more focused meetings instead.

WE WILL GATHER TO:  DREAM  DISCUSS  DECIDE  DO  DEBRIEF ABOUT:

IT IS IMPORTANT FOR US TO DO THIS TOGETHER (AND AT THE SAME TIME) BECAUSE:

BY THE END OF THIS MEETING WE WILL:

## 3 DO THE MEETING MATH

Scheduling "just thirty minutes" with ten people equals five hours of true meeting time.

\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_  
SCHEDULED TIME      PEOPLE INVITED      THE TRUE TIME

## 4 MAKE THE MEETING SHORTER

Turn 60-minute meetings into 47-minute ones and start them at 13-minutes past the hour and you'll begin to free up big chunks of your day.

## 5 ALIGN ON "ALIGNMENT"

Before the meeting begins, define what it means to be "aligned" and how you'll make decisions. Does the majority rule or will the leader always win?

## 6 DEFINE THE PRE-WORK

Clearly setting expectations makes sure everyone is starting on the same page.

THE PRE-WORK I'LL ASSIGN IS:

I'LL CONVINCe THEM TO DO IT BY:

OR HOLD THEM ACCOUNTABLE WITH:

## 7 BANISH THE ELEPHANTS, SQUIRRELS, ZOMBIES & PORCUPINES

Nearly every meeting has at least one of these "creatures" present. Identify them before your meeting (and ask your invitees to as well) and then build a plan to address each one when it appears.

THE "ELEPHANT IN THE ROOM" WE SHOULDN'T IGNORE IS:

SOME "SQUIRRELS" THAT MIGHT DISTRACT US ARE:

THE "ZOMBIE" ISSUES THAT KEEP COMING BACK (& THAT WE CAN'T KILL) INCLUDE:

"PORCUPINES" THAT PEOPLE MIGHT FIND HARD TO DISCUSS OR SHARE ARE:

## 8 DITCH THE POWERPOINT

The only one who loves your slides is you. Send info out before the meeting and focus your time together on insight discovery and not just on information delivery.

## 9 TRY A SMALL EXPERIMENT

In each meeting, try a super-small, simple experiment" that might make it better, faster, more engaging, more fun, etc.

SOMETHING SIMPLE I MIGHT TRY IS ...

IT JUST MIGHT WORK BECAUSE ...

ONE TINY THING I HOPE TO LEARN IS ...

I'LL KNOW IT WAS A SUCCESS IF ...

## 10 BUILD YOUR MEETING TEAM

Just because you're scheduling this meeting doesn't mean you have to go it alone. Ask others to help and give them specific roles.

FACILITATOR: \_\_\_\_\_

TASK TRACKER: \_\_\_\_\_

TIMEKEEPER: \_\_\_\_\_

NOTE TAKER: \_\_\_\_\_

## 11 COULD THIS BE AN EMAIL?

Before hitting "send" on the invite, ask yourself again if everyone you've invited is absolutely necessary – and if you could have done this in an email instead.

PROBABLY

NO (AND I'M SURE)