

Produce Template

(Experiment 11 – Pg 111 of The 25-Minute Meeting book)

Use this worksheet to plan the structure, processes and timing to be used at your 25-minute meetings.

Structure	Process(es)	Timing
Scan		
Focus		
Act		5 mins

After a while, this will become second nature and a tool such as the above won't always be necessary.

In addition to using Scan, Focus, Act as the backbone for your next meeting, look for other ways to use it.

For example, Scan, Focus, Act is a great tool to use to structure a presentation, compose an email, and review a document or paper.