

## From Autopilot to Action Hero

(Experiment 2 – Pg 19 of The 25 Minute Meeting book)

Are you on autopilot or are you an action hero when it comes to meetings? Check the boxes in the table below that apply to you when you are in meetings.

(Your team members may also like to rate themselves. This can be a fun and gentle way to start introducing the concept of 25-minute meetings to them.)

<b>Autopilot (60-minute default)</b>	<b>Action Hero (25-minute meeting)</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> There wasn't a clear agenda</li> <li><input type="checkbox"/> I waffled, or let others waffle</li> <li><input type="checkbox"/> I didn't really participate</li> <li><input type="checkbox"/> I was distracted and bored</li> <li><input type="checkbox"/> We didn't get through the what we needed to</li> <li><input type="checkbox"/> I felt drained and discouraged at the end</li> <li><input type="checkbox"/> I feel like I wasted my time</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> I had a laser-like focus</li> <li><input type="checkbox"/> I was actively engaged</li> <li><input type="checkbox"/> I stayed present and on task</li> <li><input type="checkbox"/> We got through what we needed to</li> <li><input type="checkbox"/> I (and others) left with a sense of accomplishment and purpose</li> <li><input type="checkbox"/> It was a good use of my time</li> </ul>