



## Level 10 Meeting

### Goals

- Keep your team focused on what is most important
- Helps you team spot developing issues/problems
- Leverage strength of team to solve problems
- Create a passionate, intense, exhausting and never boring environment

### Process

- Two essential roles that must be assigned
  - Run meeting
    - This person moves team through agenda and keeps them on track (keep timer)
  - Manage agenda
    - This person keeps agenda and supporting documents up to date and accessible to all attendees

### Agenda (1 page)

#### Good News Report-5 min

- Team shares personal highlights since last time you met

#### Scorecard Review-5 min

- Review scorecard compared to goals
- Any items not meeting goals moves to IDS
- Avoid engaging in reasons why not meeting in this section

#### Review Big Rocks-5 min

- Each person reports either “on track” or “off track” with quarterly initiative
- No discussion allowed
- If “off track” (owner concerned about accomplishing it by quarter) or someone wants an update it gets moved to IDS section

#### Customer/Co-Worker Headlines-5 min

- Short and sweet good or bad news about customers and co-workers
- If bad news needs discussing/solving moves to IDS



#### **What Else-5 min**

- Share essential information that could not be as effectively/efficiently delivered via other communication channels

#### **To-Do List-5 min**

- Review and report “done” or “not done” on each action item from prior meeting
- Remove all “done” items from the list
- A “to-do” should not remain on the list for more than two cycles of meetings
- If it remains on the list for more than two cycles must decide whether to reassign or it is no longer important
- Goal is to have 90% of them to drop off list each week due to completion

#### **Identify-Discuss-Solve (IDS)-25 min**

- This is where the magic happens and most of your time should be spent.
- Create your issues list
  - These are the obstacles, concerns and opportunities you face in achieving your vision/goals
- Prioritize the issue list to top 3
- Start tackling #1 and don’t finish until it is solved
- May only get through 1 issue in a meeting
- Every team/organization has issues-get them on paper, embrace them honestly and solve them through thoughtful, open and passionate dialogue!

#### **Conclude the Meeting-5 min**

- Recap and reinforce the to-do list-ensure everyone is ok with their part
- Discuss whether any messages need to be communicated to the organization based on decisions made
- Rate the meeting-have everyone rate meeting 1-10
  - Goal is > 8/10
  - Solicit feedback on what could make it better

- **Reference: Traction-Get a Grip on Your Business. Gino Wickman**