
Appendix 3: Three questions, every board meeting

Three Questions. Every Meeting. No Exceptions.

Before you start:

- What decisions must be made today?
- What are we not dealing with that we should?
- What has to change as a result of this meeting?

Before you finish:

- What did we decide?
- Who owns it?
- By when?

If you can't answer those six questions clearly at the end of every meeting, the meeting hasn't finished.