Meeting Audit Guide

Meetings should be treated like expenses. If they are not monitored and audited, they can get out of hand and slowly erode the performance of your business. We recommend auditing your recurring meetings at least quarterly, both on a personal level and as an organization.

Step 1 – The Audit

Everyone has heard the phrase at this point, “this could have been an email”. But here’s an easy set of questions that both you and your team can use during your meeting audit. See how many you agree with.

- There’s no clear decision that needs to be made.
- The goal is simply to share updates or information.
- The topic could be summarized in a short written message or Loom video.
- You’re reviewing metrics or progress that’s visible in a dashboard or report.
- Most attendees are just listening, not contributing.
- The same update could reach everyone through a shared doc or chat thread.
- The discussion would take less than 15 minutes of real talk.
- You’re repeating the same information in other meetings.
- The time cost outweighs the value of meeting live.
- Questions or feedback could be handled asynchronously.
- There’s no need for brainstorming, problem-solving, or sensitive discussion.
- The meeting is recurring but rarely produces new action items.
- You’ve left this meeting before thinking, “This could’ve been an email.”

Step 2 – Reduce, Replace, Remove

Based on your review, your meetings likely fall into one of three categories. Here's what to do next.

If you agree with a few of the questions in Step 1: You have meetings that still seem necessary but can be shortened or held less often.

1. Cut the default time in half. If it's 60 minutes, make it 30 or 15
2. Switch to a tighter agenda. Use a repeatable template for quick and clear execution
3. Change the cadence. Move weekly meetings to biweekly or monthly once workflows are stable.

If you agree with half or more of the questions in Step 1: You have meetings that can likely be handled via another update method.

1. Replace with async updates. Use tools like Slack or Loom for written or recorded status updates.
2. Standardize the format. Create a short, consistent update template (e.g., progress, blockers, next steps).
3. Train the habit. Set the expectation that written updates are read, not ignored.

If you agree with almost all of the questions in Step 1: You have Meetings that are in no way valuable and should just be eliminated.

1. Run a one-time audit. Ask: "What outcome do we actually get from this meeting?" If none, cancel it.
2. Communicate the change. Let participants know it's being removed and why, emphasizing regained focus time.
3. Monitor impact. After a few weeks, check if anything's missing; most often, nothing will be.

Streamline your schedule, cut the unnecessary, and give your best work the attention it deserves.

Let us know if there's more we can help with! hello@tempocg.com