The monthly hour that runs the business

One hour a month, the same agenda, to look at the business rather than work in it.

Management meetings are often about whatever is urgent. A fixed monthly hour with the same agenda makes sure the business itself gets looked at.

How it works

1. Fix the date: the same day each month, in the diary for the year, with the people who run the business.
2. Same agenda every time: your key figures (15 minutes), progress on your goals (15), one problem chosen the week before (20), decisions and who does what (10).
3. Write down decisions and who does what; start the next meeting by checking them.

An example

Three partners in a firm of chartered surveyors met about whatever was urgent. They moved to one hour on the first Tuesday of each month, same agenda every time; the figures and goals now come first.

Your turn

Day and time each month	
Who comes	
Who brings the figures	
Who chooses the problem	
Who keeps time and writes up	
This month I will, by when	

Next step up: fix one small, recurring problem each month.

Want to talk it through? Book a free Discovery Call at smarterentrepreneurs.co.uk/book-online

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