

1-Page Meeting Quick Card

Start clean. Stay focused. Leave with decisions.

Start (pick one opener)

- Outcome for this meeting: decide X.
- Time check: we have 25 minutes. Decision needed: A or B.
- Success looks like one clear owner and deadline.

Keep Focus (mid-course resets)

- Quick reset: are we solving the right question?
- Let's time-box this thread for 3 minutes.
- Parking that item; we'll assign it at the end.

Invite Useful Dissent

- What's the strongest reason we could be wrong?
- If we had to ship by Friday, what would we cut?
- What risk are we ignoring right now?

Decision Wrap (say this verbatim)

Decision: [A/B/Next step]. Owners: [Names]. By: [Date]. Risks: [1 line]. Mitigation: [1 line]. I'll send a recap today.

Paste-Ready Recap Email

Subject: Decision + Next Steps — [Project/Date]

Here's what we decided: [Decision].

Owners: [Names]. By: [Date].

Risks: [1 line]; Mitigation: [1 line].

If anything's off, reply today by 4 PM.

Fast Roles (assign in 10 seconds)

Driver

runs agenda, time-boxes

Decider

makes the call

Scribe

captures decision + owners + date

Time Boxes (use one)



Two Phrases That Save Meetings

“

"Let's answer the question we came to decide."

”

“

"What's the minimum to move this forward today?"

”

📄 Note: For scripts you can use during tough moments, see [Speak Life at Work — Phrasebook](#).

21 PHRASES THAT CHANGE THE ROOM

 Linda Cureton



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