90-Minute Admin Team Meeting

Sort every strip. Total = 90 minutes. Protect 30+ minutes for one strategic priority.

INFO
Async when possible

Minutes: _____

DISCUSS
Input, no decision today

Minutes: _____

DECIDE
Lands today: owner + recommendation

Minutes: _____

MOVE OUT
Another forum, pre-read or 1:1

Minutes: _____

Time used

0 — 15 — 30 — 45 — 60 — 75 — 90

Mise en place: nothing hits the meeting without prep. • *For every DECIDE strip, write the owner and a recommendation.*