



Virtual First: Effectiveness Kit

# Meetings 101

Do you really need that meeting?

## ✔ Keep meetings for the 3d's

**3d's = important decisions, debates, and discussion**

### **One-way door decisions.**

Irreversible choices, like who to hire as your next COO.

### **Big debates.**

Should your primary brand color be blue or green?

### **Getting unblocked.**

You've been going back and forth, but you can't make progress.

### **Creative brainstorming.**

Generating ideas for your next campaign.

### **Kick-offs, first-time meetings, and 1:1s.**

When you need to build trust, face time can help.

### **Sensitive or challenging topics.**

Personal issues or performance feedback.

## ⊗ Handle non-3d meetings async

**Say it over chat, email, or a doc.**

### **Status updates and FYIs.**

Send info shares with your project management tool, email, or chat.

### **Getting feedback or support.**

Ask them to review it in a doc, or send a support request via Jira/Epic.

### **Sharing a proposal.**

Write a (concise) draft in a doc, then gather feedback asynchronously.

### **Two-way door decisions.**

Should the button say "buy" or "purchase"?

### **Quick, straightforward questions.**

Such as: When does your team want to have the next meeting?