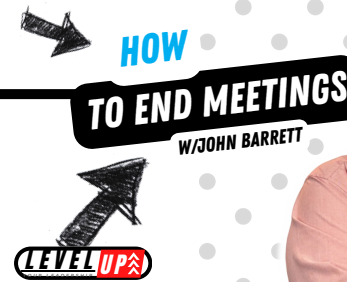


# Level Up

## GUIDE



## SESSION SUMMARY:

In this video, John Barrett emphasizes the importance of ending meetings effectively to ensure clarity, accountability, and progress. He begins by asserting that meetings are essential for progress and that participants must bring energy and focus to make them productive. Barrett identifies a common problem where meetings end without clear next steps, leaving participants unsure of their responsibilities. To combat this, he introduces the "3 W's" strategy: Who does what by when. This approach ensures that each task is assigned to a specific person, with a clear action item and a deadline, preventing tasks from falling through the cracks and enhancing team accountability.

## GROUP QUESTIONS:

1. How do you typically feel at the end of a meeting, and why do you think that is?
2. Can you share an experience in which the conclusion of a meeting left you with a clear sense of purpose and direction?
3. How can we, as individuals, contribute to the energy and focus of a meeting?
4. What are some ways we can ensure that everyone in a meeting has a chance to contribute?
5. How can we apply the "3 W's" (WHO does WHAT by WHEN) in our meetings?
6. What challenges might arise when assigning tasks, and how can we address them?
7. How can we hold each other accountable in a supportive and constructive way?
8. In what ways can we incorporate better practices into our meeting processes?

## APPLICATION:

This week, challenge yourself to be an active and energetic participant in all your meetings. Take responsibility for bringing a positive attitude and focus to the table. At the end of each meeting, apply the "3 W's" strategy to your own tasks: clearly define who is responsible for what action and set a specific deadline for when it should be completed. Share this approach with your team and encourage its adoption for improved productivity and accountability.