

How Many of Your Meetings Actually Need You?

Your companion tracker — by Claudia Slujitoru

THE SCORING SYSTEM

After each meeting, give it one colour — spend no more than thirty seconds deciding.



GREEN

You contributed something that moved things forward — a decision, a direction, a clarity that wasn't there before you spoke.



ORANGE

You were present and said a few things, but the meeting would have landed in the same place without you.



RED

You sat through the whole thing and could have received a two-line summary email and been absolutely fine.

READY-TO-USE PHRASES — LIFT DIRECTLY INTO YOUR NEXT EMAIL

BEFORE ACCEPTING AN INVITATION

"Could you send over a quick agenda so I can prepare properly?"

TO DECLINE WITHOUT DAMAGING THE RELATIONSHIP

"I don't think I'm the right person for this one — would [name] be a better fit? They're much closer to this topic than I am."

TO STAY ACROSS IT WITHOUT ATTENDING

"I'd love to stay across this — would you be able to share the notes afterwards?"

TO LEAVE GRACEFULLY ONCE IT'S CLEAR YOU'RE NOT NEEDED

"I can see you don't really need me for this — I'll free up your time. Do send me a note if anything comes up that needs my input."

FRIDAY REFLECTION PROMPTS

● How many RED meetings did I have this week, and does that number surprise me?

● Which single meeting will I change first — and what exactly will I do about it?

● What did I notice about my energy after RED meetings compared to GREEN ones?
