**Level 10 Meeting**



### **60-Minute Agenda**

1. **Segue (3 minutes)**
	* Share quick personal/professional highlights.
2. **Scorecard Review (5 minutes)**
	* Review key metrics.
	* Focus only on numbers off track.
3. **Rock Review (5 minutes)**
	* Quickly check the status of quarterly Rocks.
	* Identify any Rocks at risk.
4. **Customer/Employee Headlines (2 minutes)**
	* Share critical updates only.
5. **To-Do List Review (5 minutes)**
	* Confirm completion of last week's To-Dos (90%+ must be done).
	* Highlight any that remain incomplete.
6. **Identify, Discuss, Solve (IDS) – Issues List (35 minutes)**
	* Focus the majority of time here.
	* Prioritize top 3 issues and work through them systematically using IDS:
		+ **Identify** the issue.
		+ **Discuss** potential solutions.
		+ **Solve** with clear, actionable next steps.
7. **Conclude (5 minutes)**

Download the EOS tools from the official**EOS Worldwide website**at:

### https://www.eosworldwide.com/tools

* + Recap new To-Dos.
	+ Confirm cascading messages.
	+ Rate the meeting on a scale of 1–10.

**Level 10 Meeting**
**30-Minute Agenda**



1. **Segue (2 minutes)**
	* Share quick personal/professional highlights.
2. **Scorecard Review (3 minutes)**
	* Review key metrics.
	* Focus only on numbers off track.
3. **Rock Review (3 minutes)**
	* Quickly check the status of quarterly Rocks.
	* Identify any Rocks at risk.
4. **Customer/Employee Headlines (2 minutes)**
	* Share critical updates only.
5. **To-Do List Review (3 minutes)**
	* Confirm completion of last week's To-Dos (90%+ must be done).
	* Highlight any that remain incomplete.
6. **Identify, Discuss, Solve (IDS) – Issues List (15 minutes)**
	* Focus the majority of time here.
	* Prioritize top 3 issues and work through them systematically using IDS:
		+ **Identify** the issue.
		+ **Discuss** potential solutions.
		+ **Solve** with clear, actionable next steps.
7. **Conclude (2 minutes)**

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* + Recap new To-Dos.
	+ Confirm cascading messages.
	+ Rate the meeting on a scale of 1–10

**Level 10 Meeting**
**15-Minute Agenda**



1. **Segue (1 minute)**
	* Quick personal/professional win or key update.
2. **Scorecard Review (3 minutes)**
	* Review only **critical metrics** that are off track.
	* No deep dives—just flag issues.
3. **Rock Review (2 minutes)**
	* Confirm if Rocks are **on track** or **off track**.
	* No explanations unless off track.
4. **To-Do List Review (2 minutes)**
	* Rapid check: Are last meeting’s To-Dos complete?
	* Identify any that are incomplete without discussing why (handled separately if needed).
5. **Identify, Discuss, Solve (IDS) – Quick Issue Triage (5 minutes)**
	* Focus on **one key issue** that needs immediate attention.
	* Use rapid IDS:
		+ **Identify**: What’s the issue?

### **Key Principles for Efficiency**

* **Strict Time Limits:** Use a timer if needed.
* **No Rabbit Trails:** Table non-urgent issues for later.
* **Pre-Meeting Prep:** Team members should review materials before the meeting.
	+ - **Discuss**: Brief, to-the-point input.
		- **Solve**: Decide on one clear next step.
1. **Conclude (2 minutes)**
	* Recap new To-Dos.
	* Confirm any cascading messages.
	* Quick rating (scale of 1–10).