

AVOID THIS MEETING TRAP

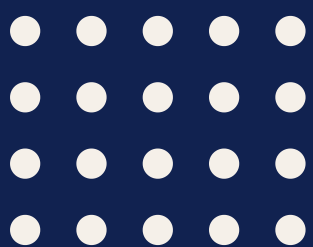
**“Let’s take it offline.”**



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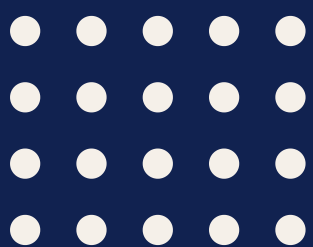




**If you keep hearing “let’s take it offline,”**

**it’s usually because your ask wasn’t clear.**





Your update may be fine.

But the room is thinking:

**“What do you want us  
to decide?”**

So it turns into discussion.

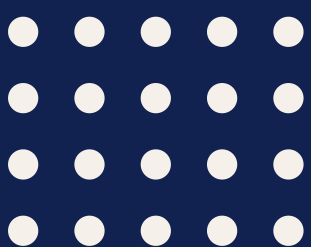
And you leave with:  
more follow-ups, more loops.

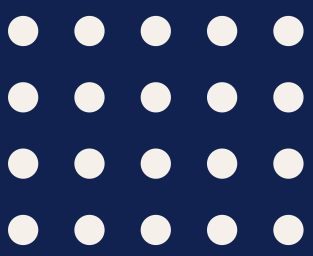


In senior meetings,  
updates are not  
enough.

# Decisions move work forward.

Fix this with one line:  
a Decision Line.





# FORMULA

Decision needed:

\_\_\_ by \_\_\_ so we can \_\_\_.



- Confirm the go-live date by Thursday EOD so we can lock the plan.
- Pick Option A or B today so we can proceed without rework.
- Approve access from the InfoSec team by Wednesday EOD so we can start execution and avoid delays.

# Want 10 ready-to-use Decision Lines?

Comment "AUTHORITY"  
and I'll DM them to you.

Feel free to repost.

Follow for practical insights + actionable lessons.



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