

DECLARATION OF INDEPENDENCE

(FROM TIME-
DRAINERS) 🎉



David Buirs



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1.

We, as a team,
want more efficient and
impactful meetings.

Each of us is responsible and
accountable for making this
happen,

and declares:



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2.

As organizer, I share an agenda with specific topics beforehand:

- **✗: 'Client Strategy'**
- **✓: 'Finalize Strategic Objectives for Client X for Q1'**



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3.

I call it out when we go off-topic.



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4.

**I can politely decline a meeting
with no agenda.**



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5.

As organizer, I only invite people that are necessary for this meeting,

and I cancel (recurring) meetings that are not longer needed.



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6.

**I can leave any meeting where
my presence is no longer
needed,**

without feeling guilty.



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7.

**As chatty extrovert, I'll be more
concise in business meetings,
giving more space to ideas of
others.**



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8.

**As quiet introvert, I'll speak up
more,**

**realizing my ideas are just as
valuable as anyone else's.**



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9.

**As organizer, I keep the
conversation on-topic,**

**and end the meeting when the
agenda is covered.**



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As a team, enjoy having more time and energy, without losing productivity.

Interested in this topic for yourself or your team? Let's talk!