



BurnBright Advisory

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INTERVENTION INTELLIGENCE

Meeting Effectiveness Playbook™

Redesigning Meetings So They Earn Their Place on the Calendar

Prepared for:	[Client / School Name]
Prepared by:	BurnBright Advisory
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INTERVENTION LAYER

Executive Summary

The Meeting Effectiveness Playbook™ gives senior teams a repeatable method for auditing, redesigning and measuring every recurring meeting on the school calendar. Most schools over-meet not because leaders enjoy meetings, but because no one has ever been given permission — or a method — to cancel one. This playbook is that permission and that method.

Estimated completion time: 2-3 hours for the initial audit; ongoing 15-minute reviews thereafter.

Why It Matters

Meeting load is one of the most common drivers of leadership overload precisely because it is the most socially difficult to challenge — cancelling a meeting can feel like questioning a colleague's judgement rather than questioning a process. Left unaddressed, meeting load compounds every term as new meetings are added and few are ever removed.

The ratchet effect

Meetings are added incrementally in response to a specific problem, then never reviewed once that problem is resolved. Over several years, a school's meeting calendar becomes an archive of solved problems rather than a reflection of current priorities.

Leadership Intelligence Model

The playbook applies four operations, in order, to every recurring meeting:

1. Reduce — can this meeting be removed from the calendar entirely?
 2. Shorten — if it must exist, can it run in less time?
 3. Improve — if it must exist at this length, can its quality and decision output improve?
 4. Automate — can part of this meeting's function be replaced by an async update or dashboard?
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Interactive Elements

The Meeting Audit

List every recurring meeting on the senior team's calendar and score each using the table below.

Meeting Name	Frequency	Attendees	Reduce / Shorten / Improve / Automate / Keep
[e.g. Senior Leadership Team]	Weekly	[#]	[Decision]
[]			
[]			
[]			
[]			

Meeting Scorecard (use per meeting, ongoing)

Question	Yes / No
Did this meeting have a written agenda circulated in advance?	
Did it start and end on time?	
Did at least one clear decision get made and logged?	
Was every attendee necessary for at least one agenda item?	
Would the meeting's purpose have been served by an async update instead?	

Agenda Template

Time	Item	Owner	Outcome Needed
[0:00]	Decisions from last meeting — status check	[Chair]	Confirmation only
[]	[Item]	[Owner]	[Decision / Update / Discussion]
[]	[Item]	[Owner]	[Decision / Update / Discussion]
[]	Next decisions — confirm and assign	[Chair]	Logged decisions

Implementation Guide

Quick wins (this week)

- Cancel one recurring meeting on a trial basis for four weeks and note what, if anything, breaks

30-day plan

- Complete the full Meeting Audit across the senior team calendar
- Apply Reduce/Shorten/Improve/Automate to every meeting scoring poorly on the Scorecard

90-day roadmap

- Re-run the audit and compare total weekly meeting hours against the original baseline

Annual integration

- Add a standing “meeting sunset” review to the academic year planning calendar — every recurring meeting must be re-justified annually or it is automatically cancelled

Dashboard Metrics

This playbook is the primary driver of the Meeting Intelligence metric, and meaningfully contributes to Strategic Focus (time recovered is typically redirected to protected strategic work).

AI Coach Integration

Reflection prompt

“Here is my completed Meeting Audit table: [paste]. Which meeting looks most like a candidate for Reduce rather than Improve, and why?”

Action recommendation prompt

“Draft a short, low-friction message I could send my team proposing we trial cancelling [meeting name] for one month.”

Workshop recommendation

Pairs with the BurnBright Advisory “Meeting Reset” half-day workshop for teams whose primary overload driver is meeting volume.

Related Resources — Learning Pathway

← Previous: Decision Rights Matrix™ (clarifies who needs to be in which meeting)

→ Next: Leadership Cadence Framework™ (embeds the redesigned meeting rhythm)

Also related: Meeting Redesign Toolkit™, Delegation Planner™

— End of Meeting Effectiveness Playbook™ —