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Developing People & Cultures

Template – Your Meeting Audit

The following template might be useful to reflect on the range of meetings you are involved in. It is based on the work of Dr. Steven Rogelberg¹ and the Changing Academic Life² podcast episode with him. Feel free to change it to whatever would be most useful for conducting an audit on your meeting experiences.

Meeting	Purpose	Who	Frequency	Duration	What works well	What is challenging	Anything else

¹ <https://www.stevenrogelberg.com>

² <https://www.changingacademiclife.com>

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Overall Reflections, especially with a view to inclusive effective meetings:

What meetings are currently working well? Why? What specific things are you doing to make that happen?
What meetings are not working well? Why?
What meetings could you stop having? Or start having? Or do a different way?
What will be your next step? E.g., To gather feedback? Have a meeting about your meetings? A small experiment you could try?