

The Recurring Meeting Audit

A Worksheet for Ending Meetings That Outlived Their Reason

TIME AFFLUENCE

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Why This Exists

A recurring meeting renews itself by default. Nobody has to act to keep it going, and someone has to act deliberately to end it. This worksheet applies one hard question to every standing meeting on your calendar, so the ones worth keeping stay for a reason you can actually state.

Step One: List Every Standing Meeting

Write down every recurring meeting currently on your calendar, no matter how short or how established. Include the ones you barely notice anymore, those are usually the oldest.

Step Two: The One Question

For each meeting, answer a single question in one honest sentence: what would actually break tomorrow if this meeting stopped happening? Not what it's nominally for. What would genuinely fail.

If the honest answer is vague, general, or takes more than one sentence to justify, that is itself the answer. A meeting that's actually load-bearing has a short, specific consequence attached to it.

Step Three: End One This Week

Pick the weakest answer on your list and send the message ending it before this week is over. A short template:

"I'd like to end our recurring [meeting name]. If something urgent comes up that needs this group, we can schedule it directly. Otherwise I think we've outgrown the standing time."

Send it to the one meeting with the weakest justification, not the one that's easiest to end. The easy ones can wait until next week.

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