Meeting Clean Up Helper

Go through your calendar and list all the meetings you have attended in the last two weeks

Meeting Name	Time commitment (in mins)	Recurrence (day, wk, 2wks, mth, once-off)	Was it required for my job?	Did it help me move closer to my ideal work life?	Did it bring me joy?	My decision (reduce recurrence, check purpose, eliminate, no longer attend)
		d w 2 m o	☐	☐	☐	
		d w 2 m o	☐	☐	☐	
		d w 2 m o	☐	☐	☐	
		d w 2 m o	☐	☐	☐	
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		d w 2 m o	☐	☐	☐	

Can you reduce the time commitment or make less frequent?
Can you see patterns in meeting length or occurrence?

Eliminate all meetings that don't meet at least one of the above criteria

If you are the organiser, delete these meetings in your calendar. Don't forget to explain why you are deleting them!

If you're a participant, speak to the organiser about your purpose in the meetings. Make any necessary adjustments as required

If you still feel the meeting isn't relevant to you, then politely excuse yourself