Should you have a meeting?

YES ⌄   NO   MAYBE

Not all meetings are bad. It's just about having the right meetings. So the next time you find yourself asking, "Should I schedule a meeting?" — use this handy decision tree to figure out what will be the most helpful for you, and for the work.

Hello! How's it going?

Stressful, I need a tree to make decisions.

Will a meeting give you **MORE** or **LESS** stress?

More.

Less! I just need answers.

Skip it & try again tomorrow.

Time to meet. Try Quick Talk with MURAL to take a break from video.

It'd be helpful for context!

I'm in kind of a rush.

Tbh, it'd be easier to just have them respond through a note.

I've got time.

We hear that. How soon do you need the info?

No need to meet. Do an async review & have them add comments.

Time for a ... very brief chat (we're talking under 15, so not calling it a meeting).

Not bad.

Nice! Before we get into meetings, what are we dealing with?

It's straightforward and I'm clear on next steps.

We ❤ that for you. Any q's?

Yup! I wrote 'em out, I just need more details.

Nope — it's an easy one.

No need to meet. Let attendees know you'd rather do it async.

Need to chat through it?

Time for a meeting! Try a brainstorm MURAL template to capture your best ideas.

No need to meet. Add a sticky note & tag for answers, then keep grooving.

Yeah — I need answers now.

I mean, you're the one using the tree. **But if you're good, we're good!**

It's a challenge & I go **HAM** on problem-solving.

No — just a catch up with my boss.

Probably have a meeting — but ok to cancel if you need to be heads-down on the work.

Ooo fun. Where are you in the process?

It's brainstorm time & I need lots of brains.

I know this is hypothetical, but I'm good.

Nah, I can keep moving in the meantime.

It's a 1:1 and I need some guidance.

Is it urgent?

Yes — dealing with interpersonal issues.

Definitely have a meeting. It's best to deal with sensitive topics face-to-face.

Early days! Just doing some research rn.

Do you have any questions on next steps?

Lol yes, always.

Is the q bottlenecking the work?