

Vital Cheat Sheet

Core Values

1. **Meeting scarcity** over meeting abundance.
2. **Thoughtful scheduling** over broad invitations.
3. **Active discussion** over mind-numbing presentation.
4. **Freely sharing** over knowledge silos.

Scheduling Meetings

- Invite fewer people whenever possible
- Build meeting clusters by scheduling meetings near other meetings
- Avoid marathon meetings (1 hour max)

Conducting Meetings

- Active discussion > passive presentation
- If you shouldn't be there, leave the meeting
- Every task gets a DRI (directly responsible individual)
- Follow up by sharing notes within 24 hours
- No distracting technology used for non-meeting activities (phones, laptops, etc)