

Meeting Effectiveness Scorecard

Company: _____ Assessment Period: _____
Assessment Date: _____

CURRENT STATE ASSESSMENT

Rate your CURRENT meetings (before implementing Weekly Leadership Meetings):

Metric	Current State	Target	Gap
Meeting Rating (1-10)	___/10	8+/10	___
Meetings per Week	_____	_____	
Hours in Meetings per Week	_____ hrs	_____ hrs	
% of Meetings On Time	_____%	95%+	_____%
% of Meetings With Clear Agenda	_____%	100%	_____%
% With Clear Action Items	_____%	100%	_____%
% Action Items Completed	_____%	90%+	_____%
% Team Satisfaction with Meetings	_____%	85%+	_____%

MEETING COST CALCULATOR

Calculate the TRUE cost of your meetings:

Weekly Team Meeting Cost

Meeting Details:

- Duration: _____ hours
- Frequency: _____ times per week
- Attendees: _____ people
- Average salary: \$_____ per hour

Calculation:

Weekly Cost = Duration × Frequency × Attendees × Avg Salary

Weekly Cost = _____ × _____ × _____ × \$_____ = \$_____

Annual Cost = Weekly Cost × 52 weeks = \$_____

If meetings aren't productive, you're wasting: \$_____/year



MEETING EFFECTIVENESS ASSESSMENT

Rate each statement 1-10 (1=Strongly Disagree, 10=Strongly Agree):

Preparation & Structure

Statement	Rating
Meetings have clear agendas distributed in advance	___/10
Meetings start exactly on time	___/10
Meetings end exactly on time	___/10
Only necessary people attend	___/10
Each agenda item has a time limit	___/10

Average Score: ____/10

Participation & Engagement

Statement	Rating
Everyone participates equally	____/10
People are present (not on phones/laptops)	____/10
There's healthy debate and disagreement	____/10
Everyone feels heard	____/10
Energy stays high throughout	____/10

Average Score: ____/10

Productivity & Outcomes

Statement	Rating
Real problems get solved	____/10
Clear decisions are made	____/10
Action items have owners and due dates	____/10
Action items from previous meetings are completed	____/10
Meetings move the business forward	____/10

Average Score: ____/10

Communication & Culture

Statement	Rating
Communication is open and honest	___/10
There's no politics or hidden agendas	___/10
Conflicts are addressed constructively	___/10
Team leaves energized (not drained)	___/10
Team looks forward to meetings	___/10

Average Score: ___/10

OVERALL MEETING EFFECTIVENESS SCORE

Category	Score	Weight	Weighted Score
Preparation & Structure	___/10	20%	___
Participation & Engagement	___/10	25%	___
Productivity & Outcomes	___/10	35%	___
Communication & Culture	___/10	20%	___
TOTAL		100%	___/10

SCORE INTERPRETATION

8-10: Excellent

Your meetings are highly effective. Focus on maintaining this level.

6-7: Good

Meetings are productive but have room for improvement. **Action:** Identify top 2 weakest areas and focus there.

4-5: Needs Improvement

Meetings are inefficient and need significant work. **Action:** Consider implementing Weekly Leadership Meeting structure.

1-3: Critical

Meetings are wasting time and money. **Action:** Complete meeting overhaul needed immediately.

TRACK IMPROVEMENT

Track monthly after implementing Weekly Leadership Meetings:

Metric	Month 1	Month 2	Month 3	Month 6	Month 12	Target
Meeting Rating	___/10	___/10	___/10	___/10	___/10	8+/10
% Meetings On Time	___%	___%	___%	___%	___%	95%+
% Action Items Completed	___%	___%	___%	___%	___%	90%+
Team Satisfaction %	___%	___%	___%	___%	___%	85%+

Metric	Month 1	Month 2	Month 3	Month 6	Month 12	Target
Issues Solved per Meeting	—	—	—	—	—	2-3
Hours in Meetings per Week	—	—	—	—	—	Less

Trend:  Improving |  Steady |  Declining

ROI OF EFFECTIVE MEETINGS

Calculate your potential savings:

Current State (Wasteful Meetings)

- Meeting hours per week: _____
- People attending: _____
- Average hourly cost: \$_____
- Estimated % wasted time: _____% (typical: 30-50%)

Annual waste = Meeting hours × 52 × People × Hourly cost × % wasted
waste = _____ × 52 × _____ × \$_____ × % = \$_____

With Weekly Leadership Meetings

- Reduce waste to < 10%
- Potential annual savings: \$_____
- Time recaptured: _____ hours/year
- Plus improved decision-making (priceless!)

ACTION PLAN

Based on your scores, what are your top 3 priorities?

1.

2.

3.

Next Steps:

- ☐ Share results with leadership team
 - ☐ Decide to implement Weekly Leadership Meetings
 - ☐ Set meeting effectiveness goals
 - ☐ Re-assess in 90 days
 - ☐ Track progress monthly
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**Transform your meetings with GoalCadence's Weekly Leadership Meeting platform.
Try free!**

 **Download:** [Microsoft Word \(.docx\)](#)

 **More templates:** goalcadence.com/resources