



The FOCUS Meeting Method

Keep Every Meeting
Efficient, Productive,
and Drama-Free



How it Works

Use **FOCUS** as your guide to run meetings that create clarity, cut down on wasted time, and keep family harmony intact.

F –

- What's the goal of this meeting?
- Example: "Decide on Q3 marketing budget."

O –

- What topics and facts matter most?
- Capture key points, not full stories.

C –

- What decisions need to be made today?
- Document decisions clearly so no one leaves confused.

U –

- Who owns what by when?
- End with crystal-clear next steps.
- Check-in: "Is everyone clear and aligned?"

S –

- What decisions need to be made today?
- Document decisions clearly so no one leaves confused.

 **Printable Worksheet on Next Page!**

Fast Meeting Worksheet

Goal: _____

Key Topics to Address:

1. _____

2. _____

3. _____

Decisions / Solutions (Solve):

Takeaways (Assignments & Owners):

Task: _____ | Owner: _____ | Due: _____

Task: _____ | Owner: _____ | Due: _____

Task: _____ | Owner: _____ | Due: _____