WHY DO YOU WANT TO CALL A MEETING?

- **DON'T KNOW OTHER WAYS TO COLLABORATE**
  - Would email or a Confluence page do the trick?
  - Great. No meeting!
- **SHARE INFORMATION**
  - Can you find a time that works for everyone fairly soon?
  - Boom. Schedule it!
- **BUILD RELATIONSHIPS**
  - Like a manager 1-1 thing?
  - Boom. Schedule it!
- **CAN'T SELF-MOTIVATE**
  - Does this need to happen in real time?
  - Fix that first. No meeting.
- **MAKE A DECISION SOLVE A PROBLEM GET FEEDBACK GENERATE IDEAS MAKE A PLAN REFLECT & IMPROVE**
  - Does everyone have enough background info to get it done?
  - Has this been discussed before?
  - Boom. Schedule it!
  - Get real. No meeting!

- **PROVE HOW IMPORTANT I AM**
  - Seriously?
  - Very funny. No meeting!
- **OK, FINE. BUT THIS BETTER BE IMPORTANT.**
  - Do you just want an excuse to eat donuts?
  - So eat a donut. No meeting!
  - Don't be lame. No meeting!
- **SHARE INFORMATION**
  - You're procrastinating, aren't you?
  - Liar. No meeting!
  - Boom. Schedule it!
  - Get real. No meeting!

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