

The Meetings Blind Spot Check

A 3-minute self-assessment for meetings that might be quietly costing you.

You've probably sat in a meeting this week that could've been an email — and led one that should've been a decision but wasn't. This check won't tell you your meetings are broken. It will show you, with a few honest answers, where they're quietly costing you.

How to take it: Rate each statement below from 1 to 5, based on how true it is for you right now.

1 = Not true at all · 3 = Somewhat true · 5 = Completely true right now

Circle the number that fits best for each of the 9 statements. There's no passing score — this is designed to show you where to look, not to judge what you find.

STRUCTURE & PURPOSE

- | | | | | | |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1. Every meeting you ran this week had a clear purpose stated before it started — not just “let's touch base.” | ☐ | ☐ | ☐ | ☐ | ☐ |
| | 1 | 2 | 3 | 4 | 5 |
| 2. Walking in, you knew exactly what decision or outcome each meeting needed to produce. | ☐ | ☐ | ☐ | ☐ | ☐ |
| | 1 | 2 | 3 | 4 | 5 |
| 3. The right people — and only the right people — were in the room for each meeting. | ☐ | ☐ | ☐ | ☐ | ☐ |
| | 1 | 2 | 3 | 4 | 5 |

PARTICIPATION & DECISION-MAKING

- | | | | | | |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 4. Meetings you lead end with a decision made, not just a discussion had. | ☐ | ☐ | ☐ | ☐ | ☐ |
| | 1 | 2 | 3 | 4 | 5 |
| 5. Your team speaks up with real opinions in meetings, not just agreement or silence. | ☐ | ☐ | ☐ | ☐ | ☐ |
| | 1 | 2 | 3 | 4 | 5 |
| 6. When there's tension or disagreement in the room, it gets named and worked through — not smoothed over. | ☐ | ☐ | ☐ | ☐ | ☐ |
| | 1 | 2 | 3 | 4 | 5 |

“Since working with Mike I have found a new level of confidence and peace of mind. Last year we experienced a 20% rate of growth and we took back control of key expenses including accounts receivable. I have stability with my staff and a wonderful culture of service and performance. I look forward to continue working with Mike as we create a bright future.”

— Charles W., LinkedIn Recommendation

FOLLOW-THROUGH & ACCOUNTABILITY

- | | | | | | |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 7. Every meeting ends with clear actions and named owners — not a vague “let’s follow up on that.” | ☐ | ☐ | ☐ | ☐ | ☐ |
| | 1 | 2 | 3 | 4 | 5 |
| 8. Commitments made in one meeting are visibly followed through on before the next one. | ☐ | ☐ | ☐ | ☐ | ☐ |
| | 1 | 2 | 3 | 4 | 5 |
| 9. If you asked your team privately, they’d say your meetings are a good use of their time. | ☐ | ☐ | ☐ | ☐ | ☐ |
| | 1 | 2 | 3 | 4 | 5 |

YOUR RESULT

Add up your scores within each section and divide by 3 to get that section's average. Your **lowest-scoring section** is your primary result below. (If two sections tie, use whichever has the single lowest individual answer.)

Structure & Purpose — “Your meetings are running you.”

Time is being spent, but decisions aren't the output.

Meetings are happening because they're on the calendar, not because something specific needs to get resolved. This usually isn't a scheduling problem — it's a clarity-of-purpose problem, and it's fixable with one change: define the decision before you define the invite.

Participation & Decision-Making — “The room is quiet, and quiet is costing you.”

Purpose might be clear, but real opinions and real decisions aren't surfacing.

Either the room doesn't feel safe enough to disagree, or the habit of deciding out loud was never built. Either way, the meeting ends and nothing actually moved.

Follow-Through & Accountability — “Your meetings end. The work doesn't.”

Good discussions and real decisions evaporate the moment people leave the room.

No owner, no deadline, no visible follow-up — so the same conversation happens again next week. This is the most common leak, and the easiest to underestimate, because the meeting itself felt productive.

“I cannot even begin to share how incredible of a Business and Life coach Michael Bradford is. I came to Mike during a Business crisis and it was the best decision I ever made. He is attentive, inventive, prepared and offers solid, strategic advice. The juxtaposition between personal guidance and business guidance is something rare, and his talent shows. I am blessed to have found him and highly recommend him to anyone looking to better improve their level of life and business.”

— Isabelle B., LinkedIn Recommendation

Want to know what's underneath your result?

Book a free 30-minute conversation — bradfordbusinesscoaching.com