

*an article by*

**The Ideal Meeting Cadence: Simple Table, No Author**

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Meetings are essential—but also easily misused. While teams often rely on meetings to align, update, or brainstorm, the wrong frequency or format can lead to fatigue, confusion, or even resentment. Finding the *right* cadence can dramatically improve clarity, momentum, and trust.

The problem isn’t just “too many meetings.” It’s mismatched meetings. Some topics require real-time discussion; others don’t. Some teams need daily touchpoints; others thrive with more independence. The ideal cadence isn’t one-size-fits-all—it’s context-specific and purpose-driven.

When organizations calibrate their meeting rhythms well, they reduce email overload, avoid duplicate discussions, and free up focus time for deep work. It’s not about fewer meetings—it’s about better ones.

**Common Meeting Types and Frequency**

Here’s a simplified guide to typical meeting types and how often they’re most effective:

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| Meeting Type | Suggested Frequency | Primary Purpose |
| Daily Standup | Daily (15 min) | Status updates & blockers |
| Team Check-in | Weekly (30–60 min) | Progress, feedback, planning |
| 1-on-1s | Biweekly | Coaching & relationship-building |
| Strategic Planning | Monthly or Quarterly | Long-term alignment & goals |
| Retrospective Review | Monthly | Reflection & process improvement |

Cadence isn’t just about time slots—it’s about building reliable momentum. Make sure each meeting has a clear owner, a crisp agenda, and a timebox. Cancel liberally. Reschedule strategically.

When your meetings work, your work works better. And when they don’t, you can feel it.