

### Cutting Sheet Card Wrapping

1. Print 1x on standard printing paper or a little thicker paper (e.g. 120g)
2. Cutt along lines
3. Place the stack of cards belonging to the phase in the center
4. Fold the sides inwards along the stack
5. Folt the bottom part up around the stack
6. Fold the top downwards along the stack
7. Mark the corners of the small tip on the bottom part
8. Cut a small slide between the marks to slide the tip inside and securely close the wrapping around the cards

# CROSTRAINING

WORKOUT ACROSS YOUR MEETING LANDSCAPE

**Needed For Phase Analyze and Build:**  
1. LEARN - Analyze the  
champion standard  
2. EXCHANGE - Analyze the  
knee-killer conundrum  
3. Find patterns and build your  
new meeting landscape

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## CORETRAINING

CORE WORKOUT FOR YOUR SINGLE MEETING

**Needed for Phase Analyze and Build:**  
1. Analyze the structure of the meeting to be improved  
2. Get inspired  
3. Build the structure of the meeting to be improved

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**Needed for Collect:**  
1. Collect all recurring meetings  
2. Map the value of your collected meeting(s)  
3. Define next Steps



## Meeting Workout

### Improve your meeting effectiveness:

- Analyze and declutter your current meeting culture.
- Get inspired on how to restructure your meetings and meeting structure.
- Have more free time for focused work and learning.

### Workout material included:

- Gamecards to analyze and build either your meeting landscape or an individual meeting
- Boards to help sort the cards
- Instructions to prepare and play the game.

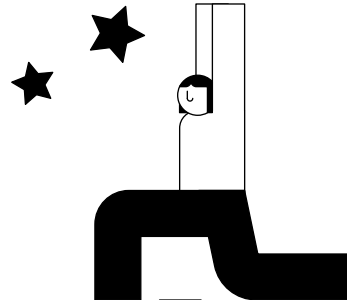
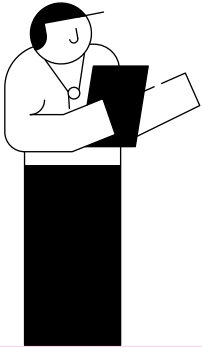
### You have to bring the following:

- Pens and sticky notes
- A Timer

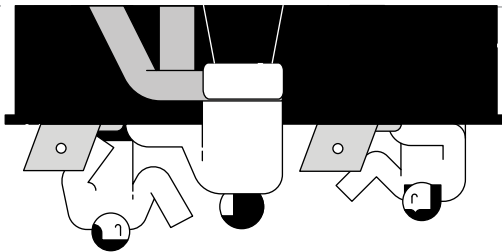
Meeting Workout is a playful and interactive approach to reflecting on your meetings instead of debating theory.

Improve a few things instead of creating a perfect meeting. Being practical and continuously improving is the key.

No top-down approach and no (general) instructions or tuition on "what to improve" – all findings are based on one's (or team's) individual perception, needs, and goals. Create a safe space to strengthen awareness and reflection capabilities. Lessons learned can be leveraged across teams and organizations.



created by AppHaus and Future of Work



# MEETING WORKOUT

### Cutting Sheet Game Box

1. Print 1x on thicker paper.
2. Cut along solid lines, fold along dashed lines glue on striped areas