MODULE OVERVIEW

After the meeting: Turn decisions into action

Adaptive module | ~20 min

A meeting's value lies not in what is said but in the actions it produces, and three days later the momentum has often faded. This module covers what comes after: a meeting summary centered on decisions and the action plan, the follow-up loop between meetings, and AI assistants that send reminders, track progress, and even help improve the next meeting.

LEARNING OBJECTIVES

01 Write a useful meeting summary centered on decisions and a clear action plan: who does what, by when.

02 Define each action with a single owner and a deadline, and share it within 24 to 48 hours.

03 Link meetings in a loop to track commitments and turn the action plan into real commitment.

04 Use digital tools and AI to track follow-up and improve the meeting itself.

WHO IT'S FOR

Anyone whose schedule is shaped by meetings, as a facilitator or participant, and who cares about their concrete outcomes.

- **Prerequisite:** none

HOW THE MODULE WORKS

Self-paced, with practice tailored to each learner.

1 **Self-assessment**: on 9 dimensions, to gauge current habits and guide the practice.

2 **Expert video**: 10 minutes, with 3 pauses for reflection.

3 **Practice scenarios**: the first 2 chosen from the self-assessment, then 16 optional ones. Every answer gets feedback: what it leads to, and one way to improve.

4 **Dated commitment**: one action to try, written by the learner or picked from the suggestions.

5 **Memo to download**: key takeaways, questions, commitment, personal notes and checklists.

ASSESSMENT AND COMPLETION

Pass mark: 80%

The score takes into account your answers to the practice scenarios, your commitment and, where relevant, any additional learning activities. Passing requires a commitment and a score of at least 80%.

METHODS & MODELS

- "1 action = 1 owner + 1 deadline" rule – inspired by Apple's DRI principle
- Starting each meeting by reviewing previous commitments – inspired by the "cadence of accountability" (4DX, McChesney, Covey & Huling, 2012)
- 3-question self-assessment of the meeting – Afthonios method
- 2-minute "plus delta" closing round (agile retrospectives)

SOURCES & REFERENCES

- S. Rogelberg, "The Surprising Science of Meetings" (Oxford University Press, 2019)
- DRI (Directly Responsible Individual) principle popularized by Apple – a single owner for each action
- "Cadence of accountability" – The 4 Disciplines of Execution, McChesney, Covey & Huling (2012)
- Gollwitzer & Sheeran (2006) – "if… then…" plans and taking action

Module created by Afthonios.com.

Content reviewed on 13 October 2026