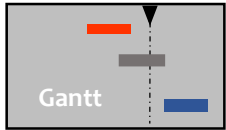


# THE CYCLE OF THE PERFECT MEETING

Receive the updates from your team members during the weekly meeting, after the creation of the Gantt diagram (you can find it for free on My weekly PDCA, Link at the page bottom)  
Not more than 6 question per action! Manage simply your projects!



- **Expired actions**  
- Expiring actions (in less than 1 week)  
- Future action (max 10 days ahead)

Follow the cycles below, from the first to the third, asking your collaborators the indicate questions.

## 1° phase

Expired actions

🔍 Look for an expired action on the Gantt diagram and ask the following questions:

! Repeat it for every expired action!



Ask both the interested ones to establish an appointment.



Ask to the interested person to note down the activity on My weekly PDCA

Not more than 1 minute per cycle!

What slowed you down?



Which type of help do you need?



Who is the right person to help you?



## 2° phase

Expiring actions

🔍 Look for an expired action on the Gantt diagram and ask the following questions:

! Repeat it for every expiring action!



Ask both the interested ones to establish an appointment.



Ask to the interested person to note down the activity on My weekly PDCA

Not more than 1 minute per cycle!

Are you having difficulty?



Which type of help do you need?



Who is the right person to help you?



## 3° phase

Future actions (in the next 10 days)

🔍 Look for a future action on the Gantt diagram and ask the following questions:

! Repeat it for every future action! (in the next 10 days)



Ask both the interested ones to establish an appointment.



Ask to the interested person to note down the activity on his/her My weekly PDCA

Not more than 1 minute per cycle!

Have you note down the action?



On your opinion, Will you need a support?



Who is the right person to help you?



[Link at free Gantt.](#)

[Link at My weekly PDCA.](#)



Lean office  
For the continuous improvement