

## Pizza and Protocols

Pizza and protocol meetings are a sure way to develop the “how to” guidelines for various tasks in your office. This process gets the entire office involved and leaves minimal administrative work for the Office Manager to finalize. The idea is to have a series of four meetings where the entire staff get together, work as a team and yes, enjoy pizza!

Meeting 1: Whiteboard all ideas for office protocols that are needed

\*You can kick off the whiteboard session with a list of tasks you have in mind already prepared before the meeting

Meeting 2: The staff write and edit the protocols that have been assigned to them

\*Before the second meeting the Office Manager should find existing protocols and divide/assign a list to write, or edit between each team member

Meeting 3: Repeat the agenda for meeting two until all protocols are completed

Meeting 4: Pass around each written protocol so each person can add any details that may be missing

After completing the series of meetings, the Office Manager should only have the remaining task of finalizing the editing and consolidating the protocols into a library (digital, binder to have on hand, etc.).

Oh yeah, be sure to buy your staff pizza for the meetings.