

# Meeting Culture & Messaging Audit

The way we communicate shapes the culture we create.

## INSTRUCTIONS:

Use this worksheet to reflect on how your organization’s communication habits impact staff morale, trust, and wellness. Complete this audit as a leadership team, HR group, or wellness committee. Be honest—what’s the real experience of your staff?

### Step 1: Assess Communication & Meetings

For each statement below, rate how true it is of your organization:

1 = Never | 2 = Rarely | 3 = Sometimes | 4 = Often | 5 = Consistently

| STATEMENT                                                                               | 1 | 2 | 3 | 4 | 5 |
|-----------------------------------------------------------------------------------------|---|---|---|---|---|
| Meetings start and end on time, respecting people’s time.                               |   |   |   |   |   |
| Staff are given clear agendas in advance of meetings.                                   |   |   |   |   |   |
| Meetings include space for reflection, check-ins, or care—not just tasks.               |   |   |   |   |   |
| Communication flows two ways: leadership invites and responds to staff feedback.        |   |   |   |   |   |
| Urgent messages are used sparingly, with clear prioritization.                          |   |   |   |   |   |
| Staff feel equipped to communicate boundaries about availability (e.g., “after hours”). |   |   |   |   |   |
| Positive contributions and staff efforts are recognized and celebrated.                 |   |   |   |   |   |
| Organizational messaging consistently aligns with stated wellness values.               |   |   |   |   |   |

### Step 2: Reflect and Discuss

Which communication habits feel life-giving for staff?

Where are communication breakdowns or stress patterns showing up?

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How are staff responding emotionally to current meeting and messaging habits?

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**Step 3: Next Step for Healthier Communication**

One area we can improve immediately: (e.g., setting clear agendas, celebrating wins, reducing urgent messaging)

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A conversation we need to have as a leadership team:

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**Affirmation:**

Culture is created in the small moments. Every meeting, every message, every word matters.

