

Board-Pack Mindfulness Audit Toolkit

Diagnostic Assessment

1. Information Volume Assessment

Rate your current board practices on a scale of 1-5 (1=Poor, 5=Excellent):

- Board papers consistently under 100 pages total: _____
- Executive summaries provided for all papers: _____
- Information is clearly linked to strategic priorities: _____
- Papers clearly state required decisions upfront: _____
- Time spent on "For Noting" items is strictly limited: _____

TOTAL SCORE _____ (out of 25)

<5: Critical attention needed | 6-15: Improvement required | 16-20: Good practices | 21-25: Excellent

The 3-Filter Funnel Checklist

Apply these filters to each board paper:

Filter 1: Strategic Relevance

- ☐ Directly supports a current strategic pillar
- ☐ Explicitly links to organizational purpose
- ☐ Addresses a board-level strategic concern
- ☐ Paper clearly states which strategic priority it serves

Filter 2: Risk Criticality

- ☐ Involves potential solvency impact
- ☐ Could affect regulatory/legal compliance
- ☐ May impact organizational reputation
- ☐ Represents a material financial consideration

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Filter 3: Decision Readiness

- ☐ Clearly states the decision required from the board
- ☐ Provides sufficient information for informed decision
- ☐ Includes implementation timeline and accountability
- ☐ Offers clear alternatives with pros/cons analysis

Papers that fail any filter should be:

- Returned for revision
- Moved to committee level
- Summarized in dashboard format
- Deferred to a future meeting

IMPLEMENTATION STEPS

1. Establish the 100/150 Rule

1. Set 100-page maximum for total board pack
2. Require 150-word executive brief for each paper addressing:
 - Decision sought
 - Strategic pillar supported
 - Risk of deferral

2. Implement the Discernment Bell

1. Chair signals 30-second pause before each agenda block
2. Directors close devices and take three conscious breaths
3. Chair states: "Let's clarify our intention for this discussion"

3. Tag All Agenda Items

- ☐ DECIDE: Board decision required today
- ☐ DISCUSS: Input needed, decision at future meeting
- ☐ NOTE: Information only, limited discussion time

4. Conduct Quarterly Attention Audit

Record actual minutes spent on:

- ☐ Strategy: _____minutes
- ☐ Risk: _____minutes
- ☐ Talent: _____minutes
- ☐ Operations: _____minutes
- ☐ Compliance: _____minutes

Target: ≥60% on forward-looking topics (Strategy, Talent)

READY-TO-USE TEMPLATES

Board Paper Executive Brief Template (150 words max)

Decision required:

Strategic pillar supported:

Risk if deferred:

Recommended action:

Chair's Meeting Opening Script

Before we begin, I'd like to remind us that our attention is our scarcest resource. Today's pack has been filtered for strategic relevance, risk criticality, and decision readiness. We'll use the Discernment Bell before each agenda block to reset our collective focus. Our goal is to spend at least 60% of our time on forward-looking items. Let's begin with a moment to set our intention for today's meeting."

TRACKING YOUR PROGRESS

Monthly Meeting Metrics

Meeting date: _____

- Total pages in board pack: _____
- Time spent on strategic items: _____ minutes (%)
- Number of decisions made: _____
- Number of items deferred: _____
- Director energy level (1-10): _____

Six-Month Targets

- Reduce board pack by 30%
- Increase strategic discussion time to 60%
- Reduce clarification questions by 50%
- Improve director energy ratings by 25%

INTERPRETATION GUIDE

If your diagnostic score was under 15:

Focus first on implementing the 100/150 rule and agenda tagging. These structural changes create immediate capacity for more strategic discussion.

If your score was 16-20:

Implement the Discernment Bell and Quarterly Attention Audit to refine your existing good practices.

If your score was 21-25:

Focus on fine-tuning your approach through regular meta-reflection on board attention patterns.

Based on research from King & Badham (2019) Leadership in Uncertainty; King, Norbury & Rooney (2020) Coaching for Leadership Wisdom; Board Intelligence (2025); Miller (2023) Journal of Cognitive Science.

Download additional resources at: www.drlizking.com