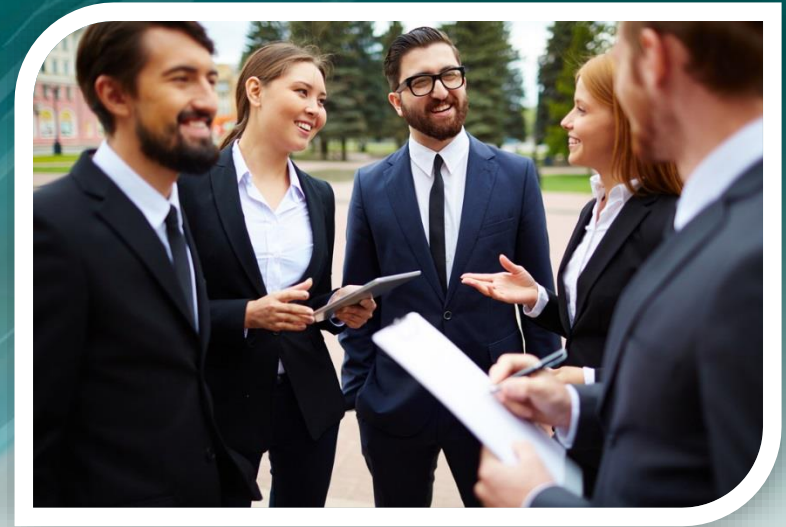




Meetings

How to Make Them More Efficient and Effective



Self-Guided Learning Program

Overview



Introduction

Meeting Statisticsⁱ

- 9 out of ten people admit to daydreaming in meetings.
- 63% of meetings in the U.S. don't have prepared agendas.
- 49% of participants consider unfocused meetings to be the biggest timewaster in the workplace.
- On an average day, there are 17 million meetings in the U.S.
- During an average meeting, agenda items take up 53% of the meeting time while the rest of the time (47%) is spent on unproductive, unplanned issues.
- It is estimated that Fortune 500 companies waste \$75 million per year in unproductive meeting time.



Test Your Knowledge

Read the question, then click on the answer.

Which of the following meeting alternatives is the most useful for heading off potential problems affecting a particular group or unit?

A. Technology/social media

B. Huddles

C. Office hours

D. Open house

