

How to Reduce Meeting Time



The Challenge

How much time did your company spend in meetings last month alone? Did all those meetings bring the progress and results you anticipated?

It's all too easy for employees to send off quick requests for meetings to multiple people. Unless there is absolute clarity about the purpose of the meeting and who exactly needs to be present, hours upon hours of irrecoverable company time is lost.

Successful teamwork is impossible without meetings. But every single meeting must bring value to the organisation by effectively improving teamwork, planning and communication and by helping to generate ideas and resolve problems.

Unfortunately, meeting attendees often say they are unclear about why they were asked to be present. They report that meetings don't stick to agendas, that there is no follow-up plan in place and often have a sense that meetings are pointless.

Can you imagine the cost of this lost time to your organisation?

The Solution

In order to be able to effect change in this area, businesses must first gain awareness of the individual and collective impact of excessive meetings on the organisation.

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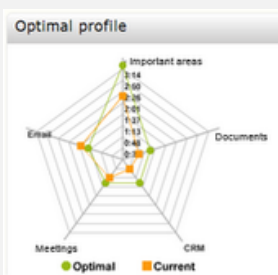


Measuring the time spent in different kinds of meetings establishes a starting point from which to improve. It's important that managers and employees reach a consensus about how much time employees should spend in meetings, given particular roles and functions.

Once baselines are established, individual and group objectives can be defined and monitored, and best practices (productivity programmes) applied. These are the real engines of change. The ability to use objective metrics that are automatically collected from employee devices gives companies visibility of how much company time is spent in different types of meetings, so that policies and practices can be implemented.

WorkMeter combines co-responsibility at all levels with the capacity to measure the results of productivity initiatives, making it an absolute asset for any company looking to eradicate inefficient processes.

WorkMeter is a software solution that collects, processes and presents objective data on activity, productivity and application usage as employees work on company PCs, mobile phones and other devices.



Programme Implementation

Changing habits and ways of working requires a continuous improvement process that is phased and gradual. It is possible to see immediate improvements, but time and sustained commitment to a programme will reveal more dynamic and long-term results.

The WorkMeter E-mail Reduction Programme combines the use of individual metrics with the application of best practices and the definition of concrete objectives in a continuous loop.

Step 1. Launch

Tasks	Programme presentation in conjunction with WorkMeter Sponsor Introduction of basic concepts and expectations
Data	Consensus on improvement objectives with employees (optimal monthly meeting time benchmark) Define meeting categories

Step 2. Set Up Platform

Tasks	Installation Configuration and user access
Data	Collect data to establish starting/reference point

Step 3. Establish Best Practices & Guidelines

Training	Efficient Meetings
Tasks	Define individual improvement objectives and optimal profiles by role

Step 4. Monitor Continuous Improvement

Tasks	Evaluate results Implement corrective actions
Data	Set new objectives



Results

Results analysis is done in the very first programme cycle:

- Quantitative: Reduction of time spent in meetings.
- Qualitative: Improvements in quality of work and efficiency

Defining optimal profiles per department and role allows managers to systematise a process of continuous improvement. Employees gain visibility of how well they are fulfilling set expectations and are able to pinpoint the very habits they need to improve.

The true power of the WorkMeter platform is realized when companies extend its use to all of the organisation's primary business processes.



Benefits

Free up employee time

Establish company-wide best practices, such as consistent follow-up on meeting next steps and decisions

Optimize resources

Ensure time spent in meetings brings value to the company