
Meet Less & Accomplish More

Critical Questions Webinar



April 13, 2022

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Introductions

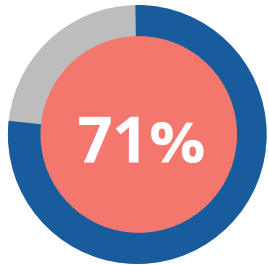


John Clese
Director of Remote Workforce
Consulting
Michigan



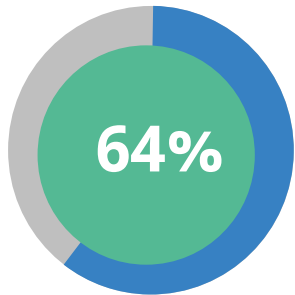
Angelica Aldana
Learning Experience Designer &
Program Manager
California

The State of Meetings 2022



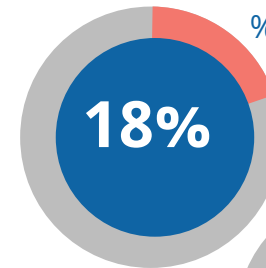
Of senior managers thought meetings were unproductive and inefficient

Forbes/University of North Carolina

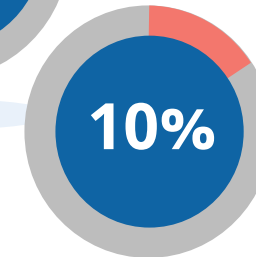


Of senior managers said meetings come at the expense of deep thinking

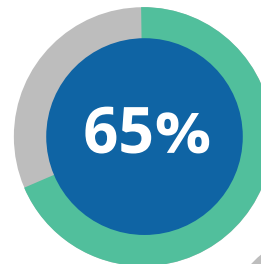
Forbes/University of North Carolina



% Increase of one-on-one meetings since the pandemic

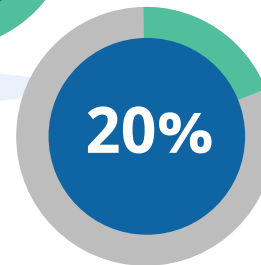


% Increase in check-in and team meetings with more than half now regular



% that say meetings keep them from completing their work

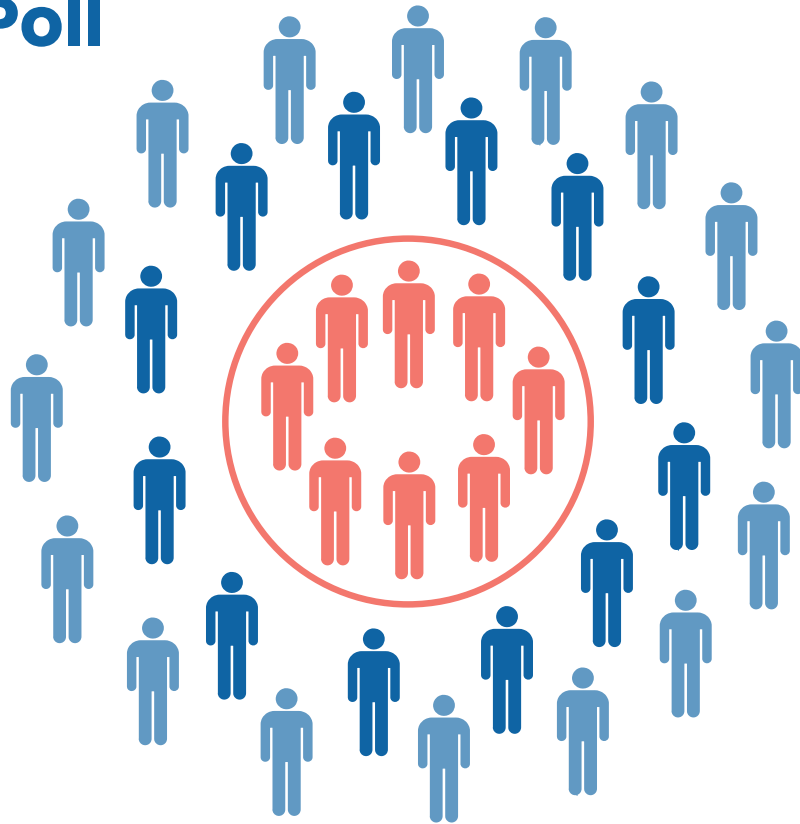
Forbes/University of North Carolina



% decrease in the average length of meetings

Forbes/University of North Carolina

Poll



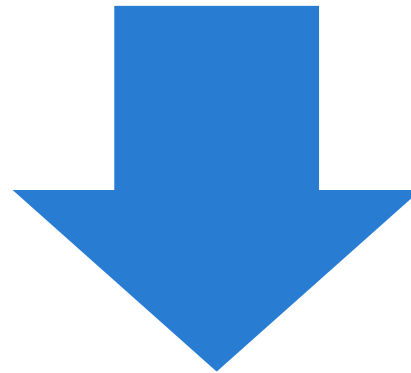
Thinking about *Meeting Trends*:
How would you describe the effectiveness of your organization's meetings?

- **Excellent** - We've mastered remote meetings. They are always purposeful and productive.
- **Getting Better** - We are developing a set of guidelines to reduce meetings and/or make them more effective.
- **Help!** - We have done very little to reduce the number of meetings or make them more efficient.
- **Other**- Please put it into the chat.

*Why do we think we are having
so many meetings in the first
place and why is it so hard for us
to give them up?*

Employee Impact

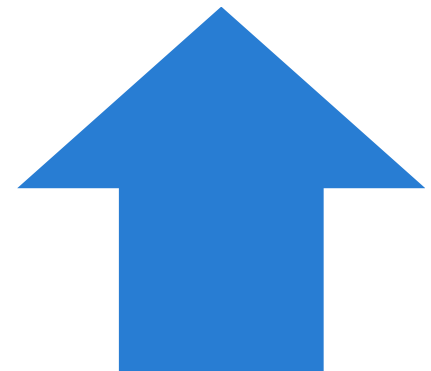
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Meeting
Efficiency



Productivity
Tax



Meet Less & Accomplish More

*In order to have fewer meetings,
what **changes** do organizations
need to make first?*

Meaningful Meeting Mindset



Meeting Purpose & Outcomes

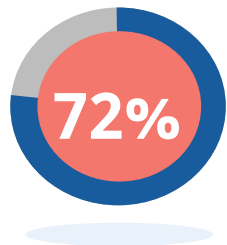
What is the true purpose of meeting, what is the desired outcome?

Learning Meetings	Knowledge
Innovation Meeting	Ideas
Commitment Meetings	Decisions
Alignment Meetings	Roadmap

A New Approach to Meetings



"Asynch Week"

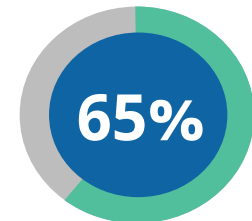


Result: 72% said it made them more productive and less stressed

25 min meeting max

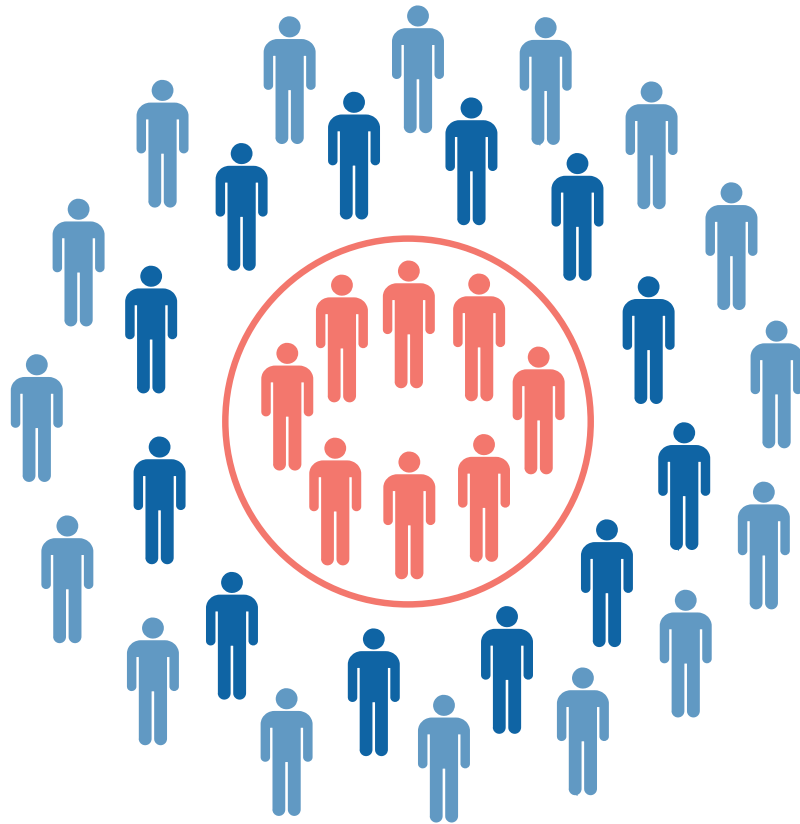


"Meeting Hygiene"
"Focus Weeks"



Advantages of "no-meetings" plateaus after a 65% reduction

Poll



Given a choice – **what meeting alternatives would you prefer?**

- Meeting free days
- Mandatory shorter meetings
- More Asynchronous meetings
- All of the above
- Other – Please put in chat

*How does an organization begin
planning for having fewer
meetings?*

Next Steps

- Connect with your team/GATHER INPUT
- Understand your WHY
- Set ground RULES moving forward
- Meeting Type & Outcome (WSJ)
 - Learning Meetings – Knowledge
 - Innovation Meetings – Ideas
 - Commitment Meetings – Decisions
 - Alignment Meetings – Roadmap
- Give permission
- Set roles
- Document!
- Equip (For Asynchronous)
- Hybrid – Front End Planning

Key Takeaways



Recognize most employees find meetings inefficient, an obstacle to focus work and stressful

Organizations need to focus on quality and not quantities of meeting

Adopt a Meaningful and Minimal Meeting Mindset

Provide the tools and training for your staff to communicate more efficiently and move towards asynchronous meetings

Communicate a meeting plan, create an internal pilot program, get employee feedback and implement what works

Thank you!

Please take the post webinar Survey!



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