

7 TIPS FOR

FOCUSWISE

Just Student

Effective Meetings



MEETINGS ARE A PROBLEM

250% more meetings occur each day than before the pandemic¹

71% of meetings are considered a waste of time by attendees²

47% of workers report that meetings are their #1 waste of time³



45% of workers are overwhelmed by the number of meetings they have⁴



55% of workers admit to checking email during virtual meetings²



28% of meetings lack participant preparation⁵



17% of meetings go longer than scheduled⁵

EFFECTIVE MEETINGS GENERATE:



OPEN DIALOGUE

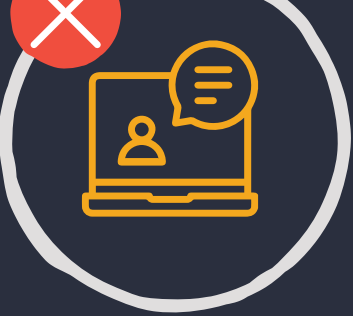
HEALTHY DISAGREEMENTS

RESPECTFUL COMPROMISE

CLEAR & TIMELY DECISION MAKING

A SHARED COMMITMENT TO THE GO-FORWARD PLAN

TIPS FOR EFFECTIVE MEETINGS



Schedule "No Meeting" Days Each Week | 1

Give your employees dedicated days for focused work. When meeting time is limited, only meaningful meetings will take up people's time. Meanwhile, staff can manage their busy workloads.



Choose Meeting Times Strategically | 2

For most people, 8am-12pm is the most productive time of the day. Don't rob employees of these key hours. Schedule meetings for the afternoon instead.



Shrink the Size | 3

Include the fewest people possible. Invite only pertinent participants. Opt out of meetings when you're not essential. Let organizers make decisions without you, or provide your input asynchronously.



4

Communicate Asynchronously

Make relevant, updated information easily accessible (agendas, meeting minutes, status updates, etc). This is especially critical for supporting hybrid work styles. Use Loom videos as a replacement or primer for meetings.



5

Parking Lot

Don't let unrelated topics (e.g., discussing a co-workers retirement party) derail your meeting. Park them in their own space in your minutes or notes for separate discussion later.



6

Prioritize the Pre- and Post-Meeting Work

Meetings are not where we "start," because meetings are for consensus and direction. Information gathering happens outside the meeting.



7

Templatize Everything

Save time by using templates for all standard meeting documents: agendas, notes, follow-ups, etc. There's no need to reinvent the wheel.



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www.focuswise.com

1. The Atlantic: <https://www.theatlantic.com/newsletters/archive/2022/04/triple-peak-day-work-from-home/629457/>
2. Zippia: <https://www.zippia.com/advice/meeting-statistics/#:~:text=Organizations%20spend%20roughly%2015%25%20of,per%20year%20to%20unproductive%20meetings>
3. Cross River Therapy: <https://www.crossrivertherapy.com/meeting-statistics#:~:text=In%20fact%2C%2040%25%20of%20workers,time%20the%20most%20at%20work>
4. Booqed: <https://www.booqed.com/blog/minutes-wasted-of-meeting-50-shocking-meeting-statistics>
5. Trulist: <https://trulist.co/blog/meeting-statistics/>