

MEETING MAKEOVER

Seven Ways to Make Every Meeting More Productive

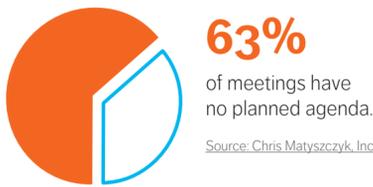
Meetings stink, right? It's the one thing all business people can agree on. Consider the following strategies and tips to make every meeting time well spent.



PLAN

HAVE AN AGENDA.

No agenda, no meeting: Make it a company-wide policy.



BE WISE ABOUT THE SIZE.



Meetings that have more than seven participants are significantly less productive.

Source: Susan Wheelan, GDO Associates for Sage Journals

KEEP IT SHORT.

Give 15-minute meetings a try.

Attention spans drop sharply after 10-18 minutes.



18 minutes or less

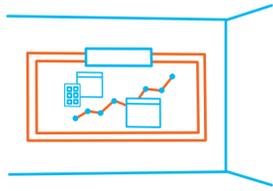
Strictly enforced length of a TED Talk.

Source: Kevan Lee, Fast Company

FACILITATE

ACE THE SPACE.

Create high-performance meeting rooms with:



Touch-screen wall displays



Unified communications



Digital brainstorming tools

TAKE A STAND.

Encourage all able participants stand up for the duration of the meeting.

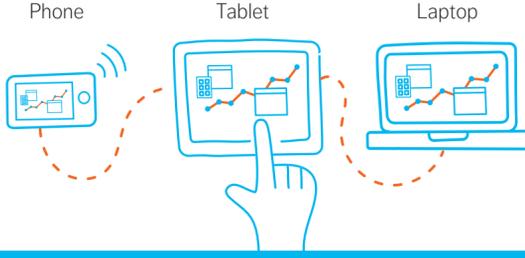


Standup meetings are 34% shorter.

Source: Sage Publications on Science Daily

REMOTE CONTROL.

Enable active participation of remote employees, across any device:



49%

of meetings depend on technology to connect participants far and near.

Source: Forrester Consulting

FOLLOW THROUGH

KEEP THE MOMENTUM.

Use a shared digital workspace that will enable team members to collaborate asynchronously on:



Documents



Notes



Projects



Conversations



83%

of information workers say a shared digital project workspace would significantly improve their ability to collaborate.

Source: Forrester Consulting

TEAMWORK TRANSFORMED

Learn more about how your organization can put the mojo back into meetings. Get the full ebook report and discover how to:

- Keep attendees engaged.
- Make every meeting time well spent.
- Put time back in your day.

Visit: prysm.com/meetings

