

Would You Like to Get Back 1 Working Day Each Month?

Meeting the Challenge of Meetings by Taking Action Infographic

Read the research on meetings and take these 3 actions.



Every single day, there are 11 million meetings.
Source: America Meets A Lot. An Analysis of Meeting Length, Frequency and Cost.



Employees attend about 62 meetings each month.
Source: You Waste a Lot of Time at Work



The average middle level manager spends 35% of their time in meetings.
Source: You Waste a Lot of Time at Work



For those higher up the corporate ladder, this figure can go as high as 50%. That is more than 2 days a week being spent on meetings.
Source: You Waste a Lot of Time at Work



According to a study by Bain & Company, organizations spend about 15% of their time in meetings.
Source: Time Is Your Scarcest Resource. Stop Squandering It.

Most people consider meetings to be unproductive:



A whopping 37% of meetings are considered to be adding no value to the organisation.
Source: Meetings in America



91% of employees have daydreamed during a meeting.
Source: Meetings in America



39% have reported sleeping during a meeting.
Source: Meetings in America



45% have felt overwhelmed by the number of meetings they had to attend.
Source: You Waste a Lot of Time at Work



73% have done other work during a meeting.
Source: You Waste a Lot of Time at Work



47% of employees have complained that meetings are the number one-time waster at the workplace.
Source: You Waste a Lot of Time at Work

Take Action

Nothing will change unless you do.

You can get back 1 working day each month by stepping back and challenging yourself on the average 62 meetings that you have each month. Here's how:

Action 1: 5% of your meetings

Delete 3 meetings in the next 4 weeks. You don't need to be there. Go through your diary now.

Saving: 3 hours

Action 2: 10% of your meetings

For one in three of all 1-hour meeting requests for the next 4 weeks challenge that it can be done in 45 minutes. You will achieve it for at least 6.

Saving: 1.5 hours

Action 3: 10% of your meetings

For 3 meetings that you email the meeting invite, only book 45-minutes.

Saving: 1.5 hours

Take Action by Doing these 3 Actions Now to get 1 Working Day back Each Month

MBM

Making Business Matter
Trainers to the UK Grocery Industry
80% of our Learners are still using their new skill 5 months later - we guarantee it!

We are the soft skills training provider to the UK Grocery Industry, helping Suppliers to win more business. They choose us because of our money back guarantee, our relevant experience, and because we make their learning stick.

www.makingbusinessmatter.co.uk

