

SSFRE Breakfast Session – 23/09/13

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@onpurposetalk

SSFRE onpurpose Leadership inc.

This slide features a collage of photos at the top left, a central image of a water drop creating ripples, and the SSFRE and onpurpose logos at the bottom.

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Organization Growth Individual & Team Excellence Hiring Top Talent About Us Contact Us

PURPOSE WITHOUT COMPROMISE OF CORE VALUES

At On Purpose Leadership, we help people, organizations and communities achieve and sustain organization growth and effectiveness; individual and team excellence; and hire and retain top talent.


READ MORE >

ORGANIZATION GROWTH > INDIVIDUAL & TEAM EXCELLENCE > HIRE & RETAIN TOP TALENT >

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The screenshot shows a website layout with a navigation menu, a main content area with a puzzle image and a text box, and a footer with social media and copyright information.

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Session Objectives







- ◆ Research on what others have said about the effectiveness of meetings
- ◆ What it takes to make meetings effective
- ◆ How to prepare for and make the most of meetings
- ◆ Ultimately the effects of meetings on your own productivity and effectiveness and of those you work with.

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Types/Categories of Meetings


 STATUS UPDATE	 DECISION MAKING	 PROBLEM SOLVING	 TEAM BUILDING
	 INNOVATION	 INFORMATION	

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Types/Categories of Meetings - Fundraising




RESEARCH AND
DATA GATHERING




PROSPECT
QUALIFICATION



PITCH/ASK



THANK YOU




STEWARDSHIP &
ACCOUNTABILITY

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Most Crucial




GPS



TOWN HALL



PERFORMANCE
DEVELOPMENT



PLANNING

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onpurpose leadership inc. 5:29 **"Analyze. Optimize. Implement."**

Harvard Business Review Meeting Cost

\$1,187
90 min, 22

→ Duration: 1hr 30min | → Total Attendees: 22

→ Estimate salary for PERSON 21

\$20K	\$30K	\$40K ⁴	\$50K ⁵
\$60K ³	\$70K ⁶	\$80K	\$90K
\$100K	\$110K	\$120K	\$130K

Higher ▶

Share this tool Salaries multiplied by 1.4 to account for benefits

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Meeting Attendance Statistics

- 96% of employees have missed meetings.
- 73% of professionals have worked on other things during meetings.
- 91% of workers have daydreamed during meetings.
- 39% of employees have slept during meetings.

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A Few Consequences of Ineffective Meetings

- 44% of employees report "not enough time to do the rest of my work."
- 43% report "unclear actions leading to confusion"
- 38% report "bad organization leads to a loss of focus on projects."
- 31% state "irrelevant attendees slows down progress."

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TIME SPENT IN VIDEO MEETINGS WEEKLY

Time Spent	Percentage
<4 hours/week	46%
4 to 12 hours/week	38%
12 to 20 hours/week	11%
20+ hours/week	5%

Source: Dialpad (2021)

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Variable	Pre-Lockdown Average	Post-Lockdown Average
Total Meeting Hours	2.7 hours	2.5 hours
Meeting Attendance	15.6 attendees	17.7 attendees
Meeting Count	5.9 meetings	6.9 meetings
Single Meeting Length	1 hour	0.8 hours

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Percentage Of Employees	Preferred Meeting Method
76%	Face-to-face
7%	Conference calls
5%	Video calls
4%	Instant messaging/email

Percentage Of Employees	Preferred Time For Meetings
70%	8am to 12pm
19%	12pm to 5pm
9%	6am to 8 am
2%	After 5pm

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What professionals believe would make meetings more effective

- 72% believe that setting clear objectives before the meeting takes place is what would make more meetings successful.
- 67% believe that having a clear agenda would improve meeting success rates.
- 35% state that having less meeting attendees would make meetings more successful.

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How satisfied executives spend their time

By activity	By situation	By communication channel
19 Managing operational decisions	24 Alone	38 Face to face
18 Managing, motivating people	17 With clients, customers, prospects	28 Asynchronous (eg. e-mail, voice mail)
16 Setting organization's direction, strategy	15 With direct reports, one on one	21 Phone
16 Managing short-term/unexpected issues	12 With other employees	8 Real-time messages
15 Managing external stakeholders	12 With direct reports in group	4 Real-time video
12 Reviewing organization's performance against goals	10 With external stakeholders	1 Other
5 Other	7 With board or its members	
	3 Other	

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Immutable Law #2

- ◆ Your beliefs determine your attitudes and your beliefs and attitudes determine your behaviour.

1. Have time poverty mindset
2. Place a value on your time and measure it and your effectiveness and productivity
3. Value and Respect other people's time and help protect their effectiveness and productivity

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Importance/Urgency Grid

	Urgent	Not Urgent
Important	I	II
Not Important	IV	III

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Importance/Urgency Grid


		Urgent	Not Urgent
Important	I	Crises Pressing Problems Deadlines driven, projects, meetings, preparations	II Preparation Prevention Values Clarification Planning Relationship Building True re-creation Empowerment
	IV	Not Important Interruptions Some phone calls, mail reports and meetings Many popular activities	III

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A Few Keys for Improving Meeting Effectiveness




Know or State the Purpose and Goal of your meetings




Have an explicit and timed agenda with outcome desired, responsibility and resources needed in advance



Have someone specific lead and steward the meeting




Make good use of Action Reports



Place a dollar value/cost on your meetings

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Aristotle

"Excellence is an art won by training and habituation.


We do not act rightly because we have virtue or excellence, but we rather have those because we have acted rightly.

We are what we repeatedly do.

Excellence, then, is not an act but a habit."

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Contact Information

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Thank You!

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