



In a survey conducted by Microsoft covering 200 countries and incorporating input from more than 38,000 people, workers were asked to rate their productivity against 18 statements relating to the workplace. The Survey found that workers assess that they average only **Three Productive Days per Week**. The prime causes were identified as **procrastination, 42%, lack of team communication, 39%, and ineffective meetings, 34%**.

Unclear objectives and ill defined tasks provide a fertile environment for procrastination. Participants in the survey consistently commented on the fact that the **objectives are muddy** and that the **communication of information is often ineffective**.

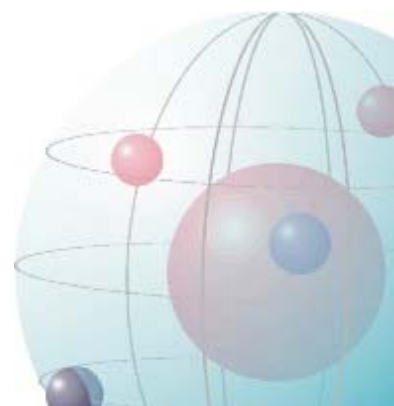
**Runaway meetings** were identified as having the largest time cost by 27% of workers in another extensive survey. Even though organisations know that meetings account for a substantial amount of the working week, many companies still **conduct meetings in the same way they always have**. They often –

- Invite larger groups of people than are really needed
- Do not ensure the 'correct' people are there
- Do not ensure all participants have the information they need to fully participate
- Allow excessive or not enough time
- Frequently provide no clear meeting leadership
- Allow meetings to be side tracked or overly analytical

Companies are slimming down, becoming leaner. However, meetings are matching the pace and nature of the organisation. They continue to cost time they are not optimised to provide maximum benefit. There is a need to redesign meetings to ensure greater efficiency and return on investment.



Our **Effective Meeting Facilitation** workshop provides sound tools and techniques to cut time and keep meetings on track. The following table provides some insights into the real costs associate with meetings. Put some figures in to see how much your meetings cost and then let us show you how you can save time and money.



We have input some fictitious (though not unreasonable) figures to indicate the true hidden cost of meetings.

## Meeting Cost Calculator

Average cost of personnel =	£35,000.00
Average number of meetings per week =	5
Average meeting duration (hours) =	1
Individual cost per week =	£104.17
Individual cost per year =	£5,416.67
Average number of meeting attendees =	5
Overall annual cost =	£27,083.33
Number of concurrent meetings =	4
Total possible cost to the business =	£108,333.33

### Consider....

- Lost Opportunity Cost
- Lost Productivity
- Facilities Costs
- Equipment Costs
- And.....

