

Are Unnecessary Meetings Impacting Your Bottom Line?

Time is a limited resource – but many organizations fail to treat it as such. People spend more and more time in meetings that often don't accomplish anything.



On average, an organization spends **15%** of its time in meetings



One company spent **300,000** hours in one year preparing for a weekly executive meeting.

Unfortunately, the amount of resource time spent on meetings can quickly snowball out of control.

1 Weekly Executive Meeting
7,000 person hours in preparation

7,000 hours

11 Unit Meetings preparing for the Executive meeting

20,000 hours

21 Team Meetings preparing for Unit meetings

63,000 hours

130 Prep Meetings preparing Team meetings

210,000 hours

When multiplied by an average hourly rate of \$50, this single meeting cost a company



\$15 Million

Meetings are affecting your bottom line.

But many professionals aren't aware of how wasteful their meetings are.

Do meetings have a clear objective?

Without a clear agenda, meeting time is wasted getting everyone up to speed.

Do your meetings start or end late?

Starting a meeting just five minutes late **eats eight percent of that meeting cost.**

Do attendees arrive unprepared?

When participants are unprepared, meetings devolve from collaboration to status updates.

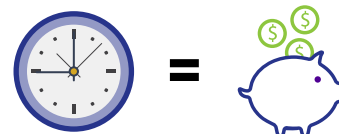
Do attendees send email or text during meetings?

In 22% of 30-min meetings, participants send 3+ emails. **If you're multitasking, you're not fully engaged.**



Do you leave meetings without actionable next steps?

Meetings that don't accomplish anything tangible **waste valuable resource time.**



Luckily, you can get your meetings back on track with a more consistent approach to meeting management.

Download our latest e-book to uncover the 10 tips that will make you a meeting master.



www.smartsheet.com/master-your-meetings

These habits may seem insignificant, but when they become the norm, they can lead to more dysfunctional meetings, costing your organization millions.