

Boost Business Performance with Effective Meeting Management

Time management - especially in meetings - can make a big difference in business performance.



MEETINGS ARE TIME CONSUMING

40%

of a manager's time is spent in meetings.



60:

the average number of meetings managers attend each month. That's **720 meetings per year.**

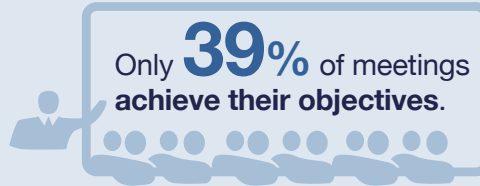
47%

of employees believe that there are too many meetings in the workplace.

RETHINK YOUR NEXT MEETING



28% of meetings are considered **unnecessary.**



Only **39%** of meetings **achieve their objectives.**

Many executives observe that up to **50%** of time spent in meetings **is wasted.**

39% of meeting participants admitted to **dozing off** during a meeting.

70% bring **other work** to meetings.

The more meetings employees attended, the **more exhausted** they felt and the higher they perceived their workload to be.

TIME IS MONEY



The weekly cost of **unproductive meetings**

If you have **100 managers** in your company, this results in at least

\$2,500,000/year

in unproductive meetings

This does not factor in the opportunity cost of not accomplishing other tasks, missed sales calls or lost customer face time.

The estimated cost of unnecessary meetings to U.S. businesses is **\$37 billion** in wasted salary hours.

MAKE TIME FOR WORK THAT MATTERS



Improve communication, meeting management and leadership skills.

AT YOUR NEXT MEETING: Increase workforce productivity and bottom-line results with collaboration, accountability and focused actions.

THINK AHEAD BEFORE YOUR NEXT MEETING

To find out about our Effective Meeting Management course, contact us at info@eduleader.com or call **212-874-9600**. Learn more at www.eduleader.com.

EDULEADER[®]
powered by
STUART LEVINE & ASSOCIATES LLC