

MEETINGS WASTING YOUR TIME?

You're not alone. While meetings are always well intentioned, they usually end up spiraling off topic with no outcome, eventually becoming a "bad meeting". Unfortunately, these bad meetings are what erode performance and impact your company's bottom line. See the three reasons why meetings get a "bad" rap:

REASON 1: MEETINGS TAKE UP TOO MUCH TIME



Most professionals attend a total of **61.8** meetings per month

A survey of office workers show they are spending a **quarter of their work week** in meetings or in meeting prep. Work for 40 years and you'll spend **10 years** in meetings or getting ready to be in them



About a **third of employees** say meetings are inefficient and could be shorter



REASON 2: MEETINGS LACK FOCUS AND STRUCTURE

Most professionals who meet on a regular basis...



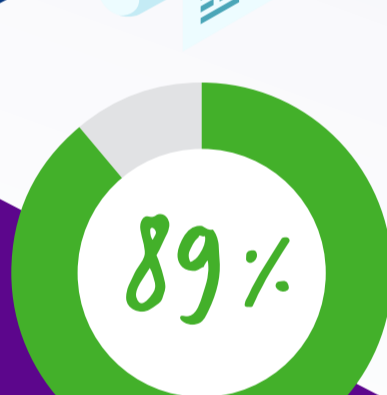
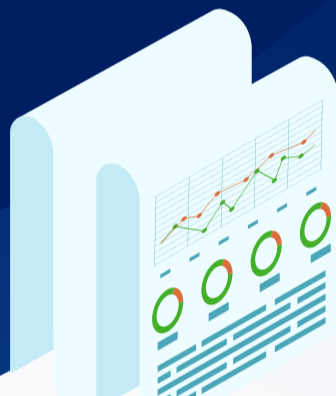
Admit to **daydreaming**



Doing **unrelated work**

50% of the time spent in meetings is **entirely useless**, usually due to the lack of any kind of agenda or plan regarding the meeting itself

73% consider having a prepared agenda as "very important"



They also say their meetings **never start and end on time**, technology challenges often contributing to the delay

of people believe that better technology could **improve their meetings**

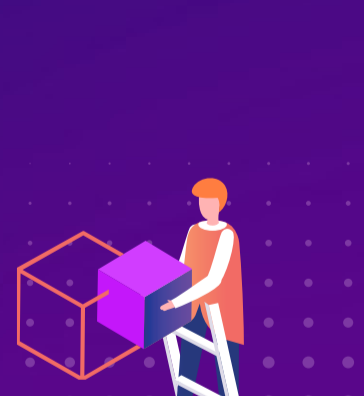
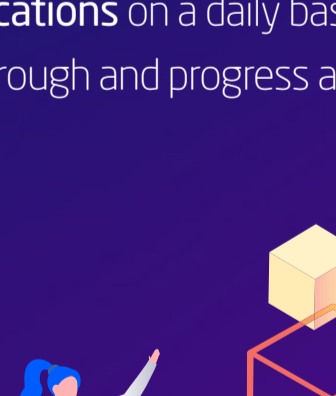
REASON 3: POST MEETING, THERE'S NO FOLLOW THROUGH

Even if you have a good meeting that feels focused and productive, if nothing happens afterwards...it's a still a bad meeting.



Specific actions, owners & timelines are unclear: generalisations and lots of "we" don't specify what needs to get done, who's responsible and when it needs to be done by

Information is all over the place: **61%** of workers today use more than four applications and **13%** access more than **11 applications** on a daily basis, increasing the challenge to follow through and progress against action items



THE BOTTOM LINE: AN ESTIMATED \$37 BILLION IS LOST EVERY YEAR TO UNPRODUCTIVE MEETINGS

NEED HELP BREAKING THE BAD MEETING CYCLE?

Let Collaborate, the unified communications bolt-on to Horizon, help you end bad meetings once and for all. With one system, launch audio and video conferencing, desktop screen and application sharing, view attendee list, and send external participants a guest share link to join, you can rely on Collaborate to keep your meetings on track and more productive so your bad meetings are a thing of the past.

TELL ME MORE!

I WANT TO BECOME A MEETING HERO!
I WANT TO BREAK THE BAD MEETING CYCLE