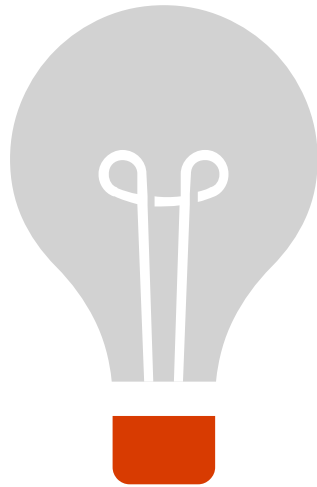




# MyAnalytics Meetings

Office 365



**Meeting hours** are vital for healthy collaboration. However, most of us are fatigued by the number of meetings we attend and view them as wasted time.

**Better meeting practices can improve productivity, information sharing, innovation, decision-making and team connectedness.**

# Healthy meetings Organizer

Clearly define the purpose – determine whether the meeting objective is to make a decision, receive input or inform the group

Set a clear agenda – always have a meeting agenda that includes the purpose and phrase items as questions to focus and prime discussions

Select the appropriate meeting duration – make meetings as short as possible and resist habit of scheduling them only in 30-minute increments

Invite the right people – identify the role of each invitee (consider using the [RAPID®](#) Model) and keep the group as small as possible

Prepare – send out the meeting agenda and/or documents to review in advance of the meeting to allow invitees to prepare

Pay attention to the clock – start on time and end on time, but if a meeting isn't going anywhere, then end the meeting early

Summarize – at the end of each meeting, summarize any decisions made, next steps and action items with roles and responsibilities

Rethink recurring meetings – experiment with canceling some if possible and add them back to calendars if missed by attendees



## Mini behavioral science lesson

People have short attention spans

In general, people can only pay attention for 10 to 18 minutes. Techniques to reengage people include taking mini-breaks, asking a question, switching topics and telling a story every 10 minutes or so.

The brain consumes an inordinate amount of energy and gets exhausted when taking in new information. The more information we give someone, the more likely they are to fail to remember anything.

Schedule the time you actually need for your meeting and build the agenda in 15-minute increments. Your invitees will reward you with their attention and recall.

[The Science Behind Ted's 18 Minute Rule >](#)



## Remove barriers

Invite fewer people to meetings

**Common objection:** I can't make my meetings small because I need to be inclusive.

**Recommended solution:** We typically invite too many people to meetings because we don't want to upset anyone. When we do this though, we end up wasting people's time instead and can reduce meeting quality - research shows that every person added to the group over seven reduces decision effectiveness by 10 percent.

There are ways to be inclusive without the cost. If you have left someone off the invite who has an interest in the meeting, then find that person and explain your invite decisions. Send the meeting notes to that person after the meeting too.

[How to Know If There Are Too Many People in Your Meeting >](#)

[Decision-Focused Meetings >](#)

# Healthy meetings

## Attendee

Say “no” – decline meetings for which you are marked optional and when you think your role is either redundant or unnecessary

Request the meeting summary – if you don’t think you are needed at a meeting but would like to be informed, then politely decline and request the meeting summary instead

Understand your role – if you are not sure what your role is, then ask the organizer to clarify expectations and then make your attendance decision

Be present – put away your devices or stop attending meetings during which you frequently multitask or do not actively participate

Divide and conquer – if you are frequently attending meetings with a colleague in a similar role, then split your common meetings up and keep each other informed

Delegate to a direct report – if you are a manager, then consider empowering a direct report to attend a meeting in your place and ask them to update you



### Mini behavioral science lesson

Smartphones can impair cognitive capacity

Research shows that merely having your smartphone nearby impairs cognitive capacity on par with the effects of lacking sleep. Individuals in a study who were asked to complete tasks with their phones in another room, outperformed individuals with their phones nearby.

Sometimes it is necessary to have your phone on you during a meeting, but whenever possible to minimize distractions and maximize the value you add to a meeting, put your phone away.

[Having your Smartphone Nearby Takes a Toll on Your Thinking >](#)



### Remove barriers

Don’t be afraid to decline meetings

**Common objection:** I’ll be viewed as a bad teammate if I say “no” to an invite.

**Recommended solution:** People often say yes to invites because they think sacrificing time is what is best for the team. However, multiple studies conclude most people think meetings are unproductive and inefficient. It is likely your teammates are also looking for ways to reduce their meeting load.

Politely say “no” to meetings you don’t think you need to attend. You will inspire your teammates to also be more selective and will encourage them to more carefully plan meetings. Helping others be more productive and spreading this healthy behavior is a better way to be a great teammate.

[Polite Ways to Decline a Meeting Invitation >](#)

How do I turn  
behaviors into  
habits?



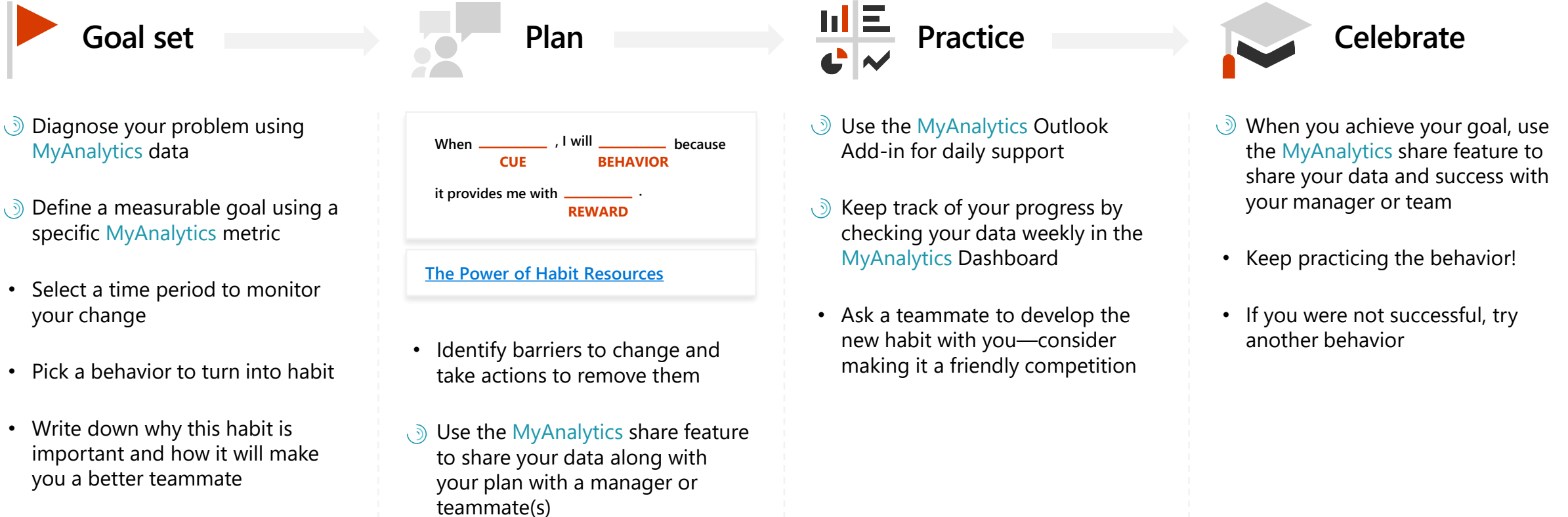


# How to make it a habit

**“Typically, doing just four to five things differently can enable people to claw back 18% to 24% of their collaborative time.”<sup>1</sup>**

Rob Cross, Professor of Global Leadership, Babson College

<sup>1</sup>[Reclaiming Your Day Research](#)



Here are some  
examples



# Habit playbook

## Schedule shorter meetings

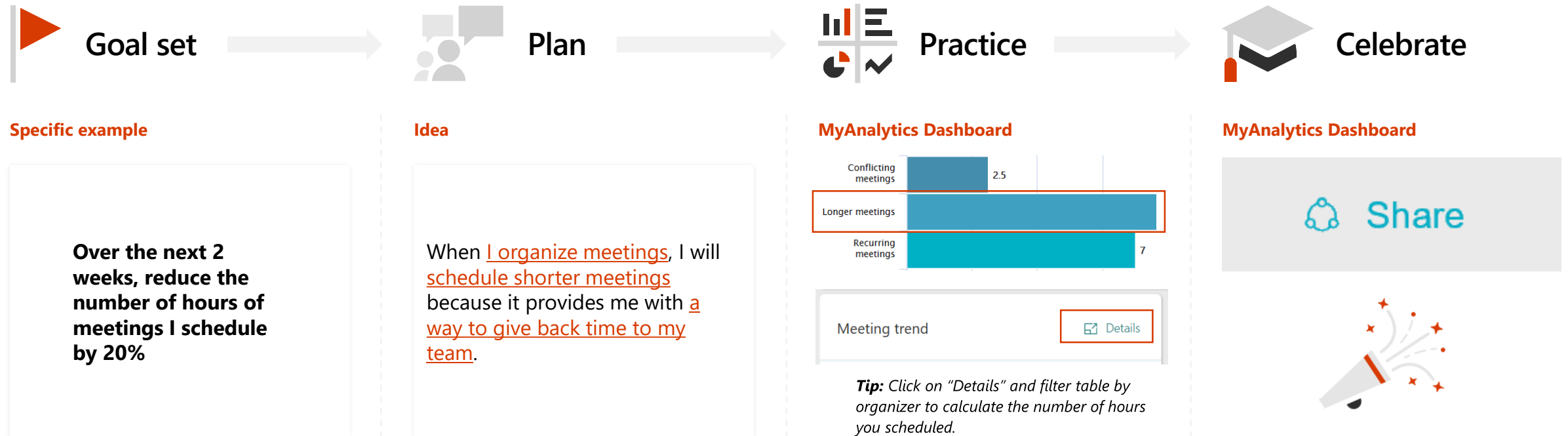


### Bonus read

[Do You Really Need to Hold that Meeting?](#)

When we schedule long meetings, we lose the group's attention and waste time. In a study where people working at a range of companies were challenged to schedule 45-minute meetings rather than hour meetings and 20- or 25-minute rather than 30-minute meetings, people found they could get the same amount of work done with the enormous cognitive benefit of regular breaks.

Source: How to Have a Good Day, by Caroline Webb





# Habit playbook

Write reminders to send emails later



Bonus read

[Why You Shouldn't Multitask](#)

Multitasking during meetings sends the signal, “It’s OK to not pay attention.” When we shoot off a quick email during a meeting, we miss that part of the conversation and have gaps in our understanding. This can lead to different interpretations of a decision, missed opportunities to provide critical guidance, or inconsistent follow-through on action agreements.

Source: [If You Multitask During Meetings Your Team Will Too](#)



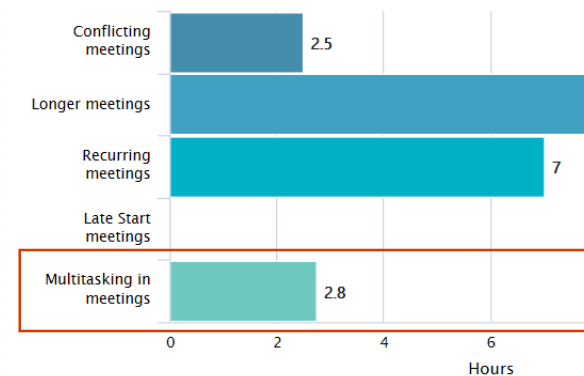
## Specific example

Over the next two weeks, reduce multitasking in meetings hours to zero.

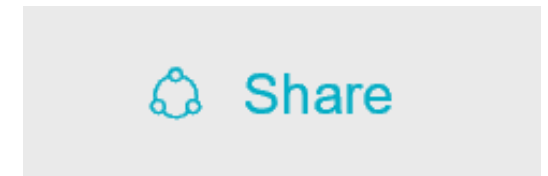
## Idea

When I feel the need to email during a meeting, I will write a reminder to send the email later because it provides me with the satisfaction of getting the email off my mind.

## MyAnalytics Dashboard



## MyAnalytics Dashboard



# Habit playbook

Include an agenda in meeting invites

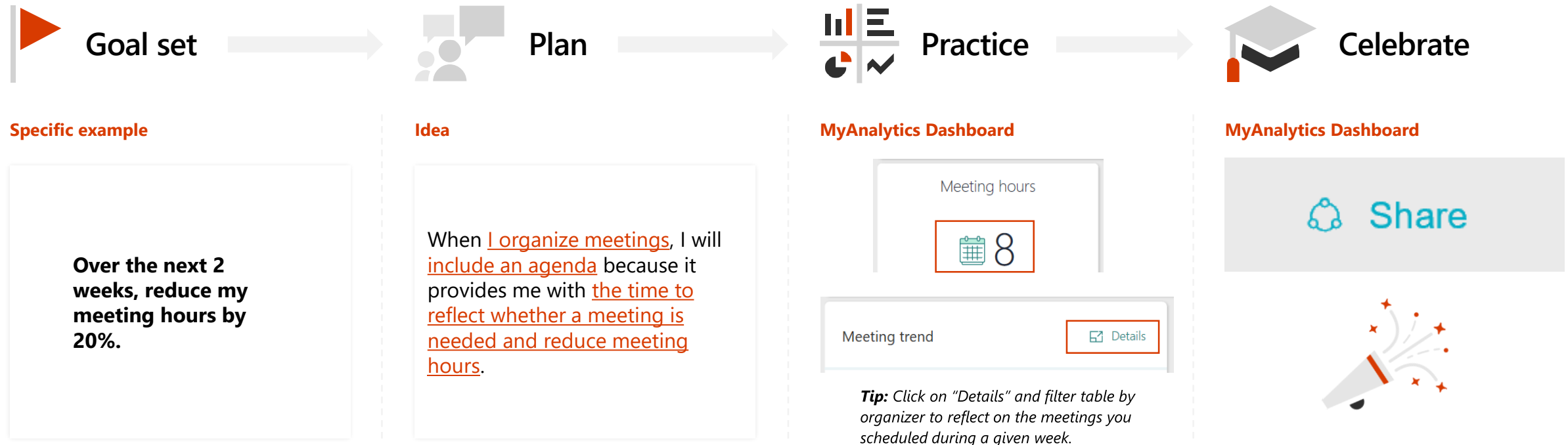


Bonus read

[How to Design an Agenda for an Effective Meeting](#)

Writing an agenda enables you to carefully reflect on the need for the meeting and design an effective one. It will help you avoid scheduling unnecessary meetings thus reducing your meeting hours. Surveys indicate that people think most meetings are a waste of time - in one, 71% of survey respondents said meetings are unproductive and inefficient.

Source: [Stop the Meeting Madness](#)



# MyAnalytics features to support change

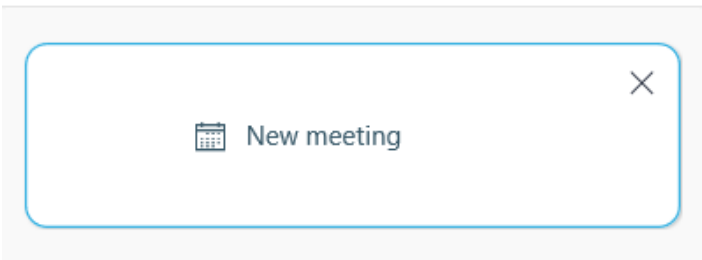
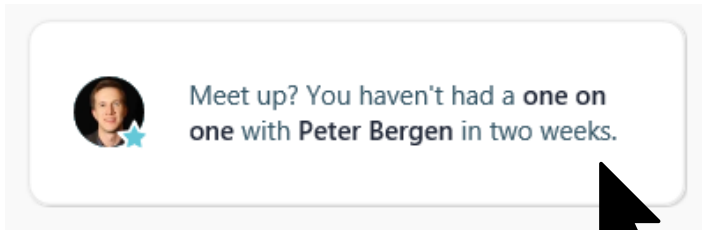



# MyAnalytics feature

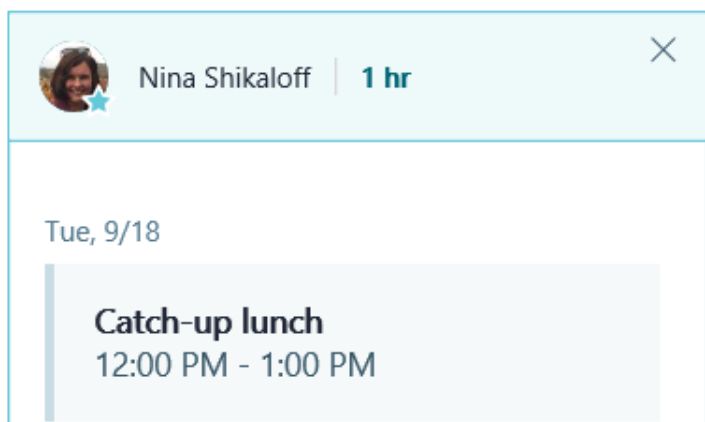
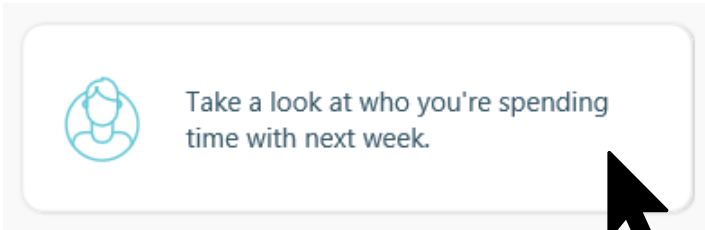
## Meet up?, Take a Look and Clean up Outlook Add-in

Use **Meet up?**, **Take a look** and **Clean up** to help you make smart calendar decisions

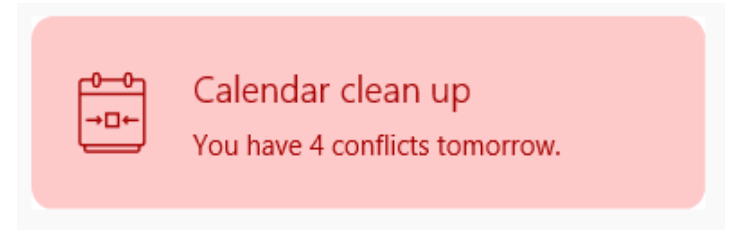
 Select the **Meet up?** card to schedule a meeting with an important person



 Select the **Take a look** card to preview next week's calendar



 **Calendar clean up** alerts you to make decisions about conflicting meetings



# MyAnalytics feature

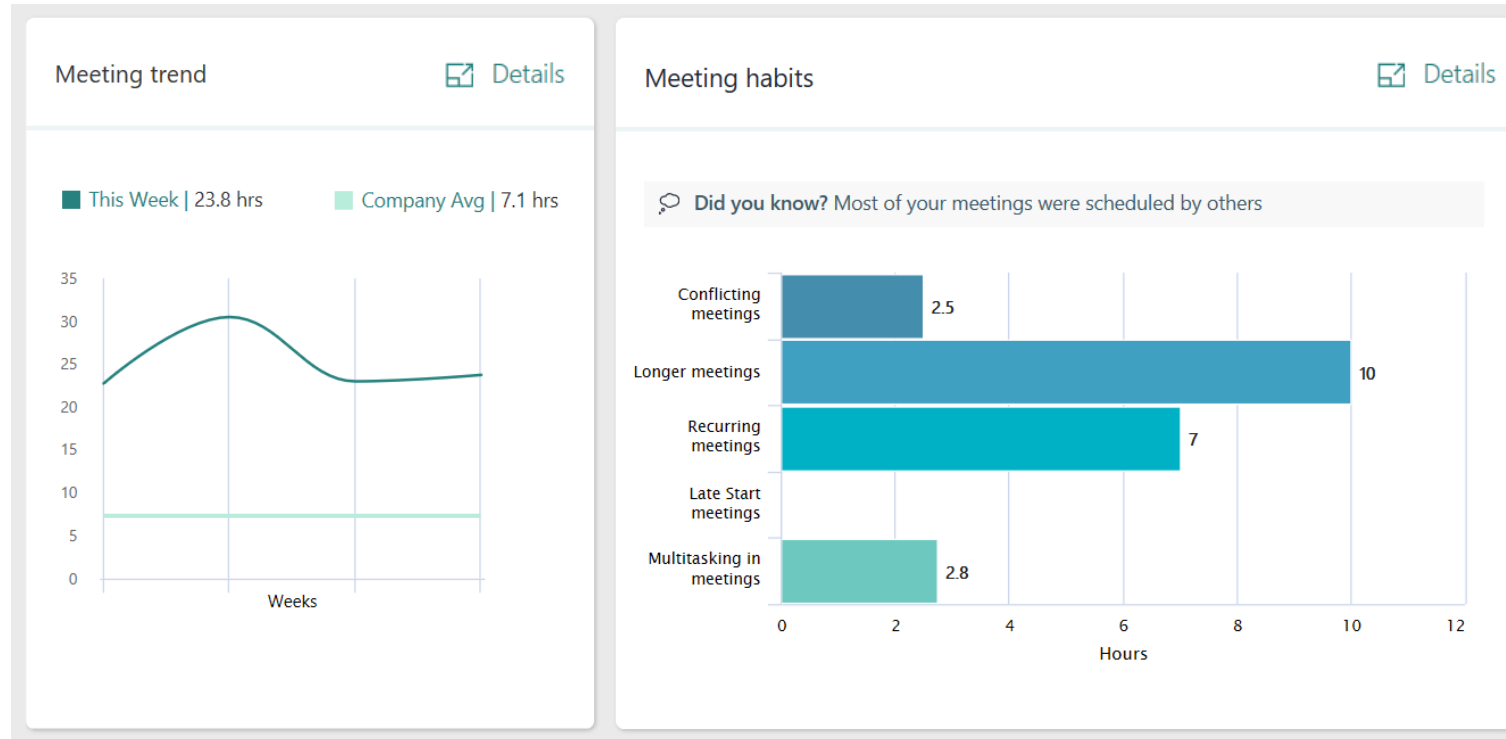
## My meetings

### Dashboard

Use **My meetings** data to identify meetings you can decline

1

Click here to see the list of meetings you have attended, including meeting name, organizer, duration, and date.



2

Click here to see the meetings you have attended that fall into the meeting habits categories. Helps you identify opportunities to decline meetings and improve habits.

3

Shows how many hours you spend in common meeting habit categories often considered low quality. Helps you identify your biggest meeting pain points.



# MyAnalytics feature

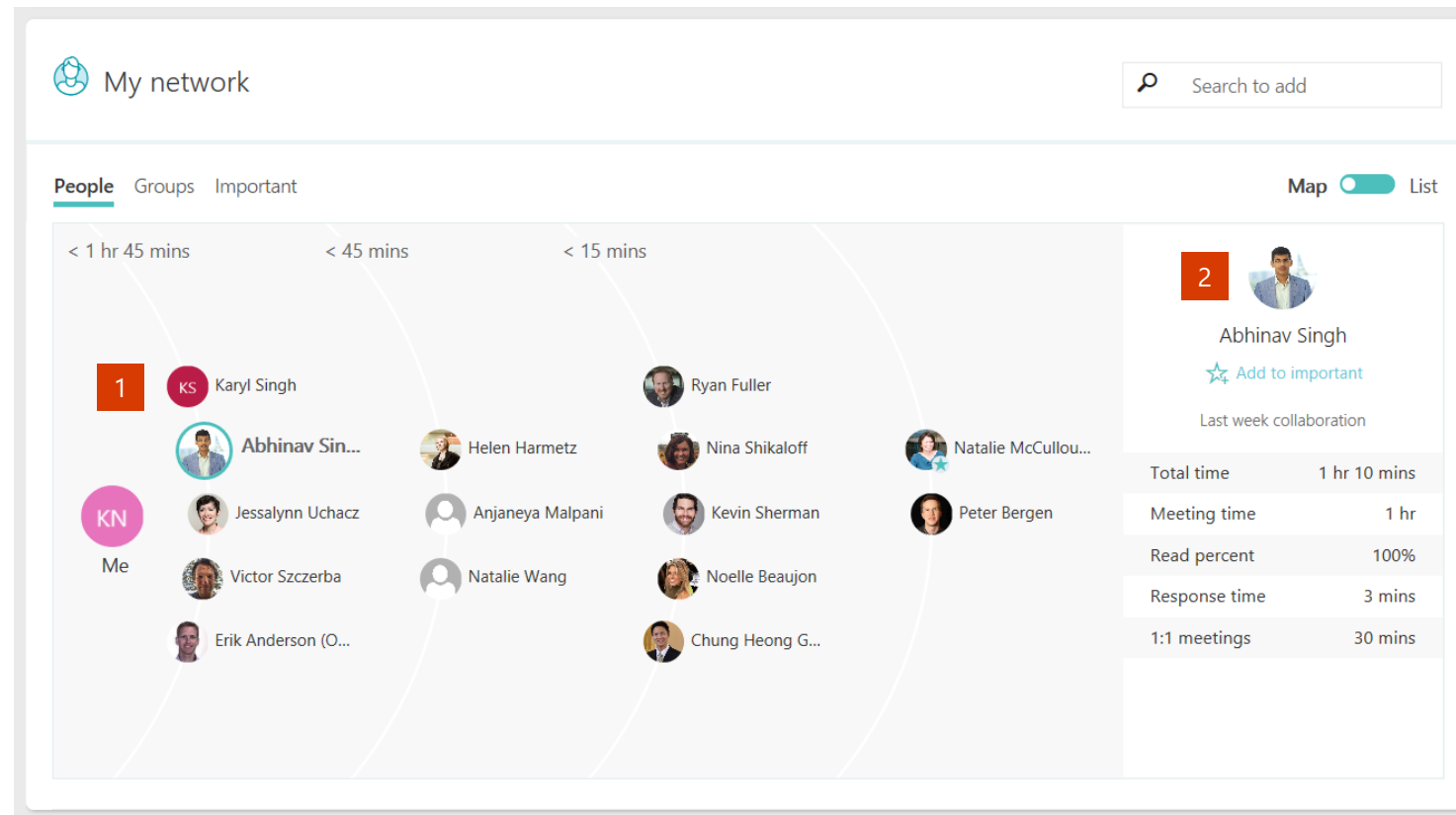
## My network

### Dashboard

Use **My network** to identify ways to optimize your meeting hours with important people

1

Click on a person in your map to view details about your weekly collaboration with that person in the right pane.



2

Look at your meeting time together. Does this look appropriate or are you spending too much time together? Consider dividing and conquering the meetings you share.

If the person is someone you have spent less than an hour with, then ask yourself - if we met more, could we more efficiently achieve our shared goals? Am I neglecting any of my top priorities?

Taking it to  
the **next level**

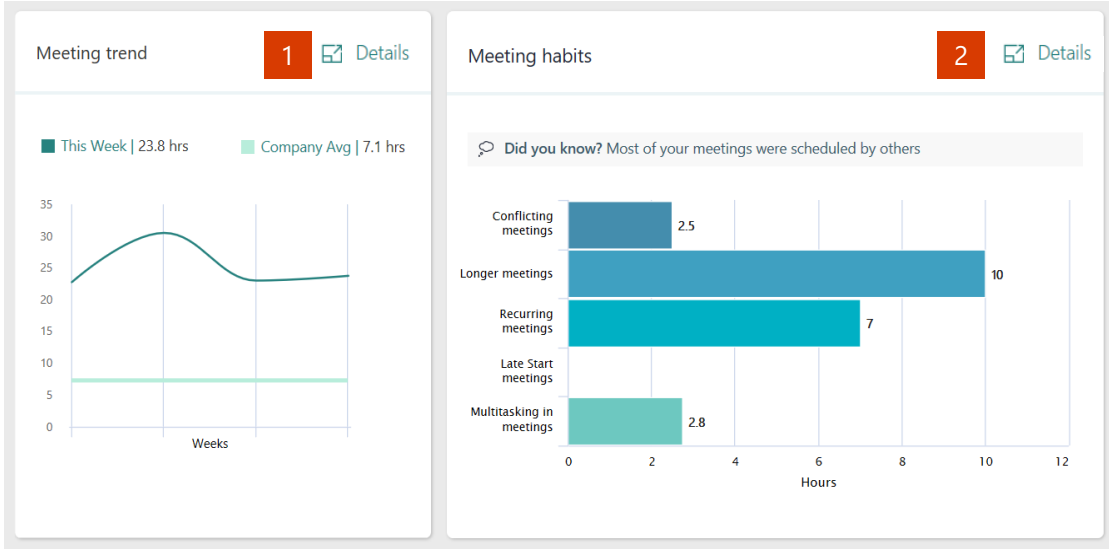


# Calendar audit

## Step 1: view and analyze meeting details



Bonus read:  
[How to Finally Kill the Useless Recurring Meeting](#)



A **calendar audit** is the periodic act of reflecting on your meetings to identify and fix negative patterns.

Use the data in your **Meeting trend** and **Meeting habits** details windows to look closely at your meetings. View your most recent 3-4 weeks of data to surface patterns.

When viewing the details, click on the column headers to filter and sort the information – for examples, see meetings organized by a specific person or sort your meeting habits list by a category.

1

### Meeting hours

Your list of meetings for the week

Included	Meeting name	Organizer	Hours	Date
✓	Weekly Customer Review	Natalie McCullough	1	Mon, 3/26
✓	Erik and Kate Weekly 1:1	Erik Anderson (O365)	0.5	Mon, 3/26
✓	MyA FT Recommendation Final Review	Kate Nowak	0.5	Mon, 3/26

2

### Meeting habits

Where all those meeting hours really went

Meeting name	Online	Multitasking	Late Start	Recurring	Longer	Conflicting
Workplace Solution						
Workplace Analytics All Hands						✓
CS Special Project						

# Calendar audit

Step 2: use the following table to help organize the data and develop action items



Bonus read:

[How to Get Out of a Meeting You Know Will Waste Your Time](#)

	Very Productive, Essential	Somewhat Productive, Marginal	Not Very Useful, Waste of Time
<b>Meetings</b> <i>(tip: note the “Meeting Habit”)</i>	<i>Examples: manager 1:1 (recurring)</i>	<i>Examples: weekly team meeting (recurring, longer)</i>	<i>Examples: Project X update (recurring, longer, multitasking)</i>
<b>Common Meeting Qualities</b>	<i>aligned with my priorities, well structured, active participant</i>	<i>routine decisions, my expertise is leveraged but it’s no longer central to my success, recurring, long</i>	<i>no agenda or objective, frequent multitasking, not aligned with priorities</i>
<b>Action Items</b>	<ul style="list-style-type: none"><li>• Keep attending!</li><li>• Establish team norms based on the common meeting qualities</li></ul>	<ul style="list-style-type: none"><li>• Adopt common qualities of your “essential” meetings</li><li>• Shorten the duration</li><li>• If recurring, consider canceling and adding back if necessary</li><li>• Suggest others attend in your place (especially people who you are developing or newcomers building their own networks)</li></ul>	<ul style="list-style-type: none"><li>• Stop attending</li><li>• Politely communicate to the organizer why (you could be the catalyst for change by raising awareness of an unproductive and inefficient meeting)</li></ul>

