

ShoreTel

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***Business Meeting Culture Design Presentation: Quiz Demo v3***

Presented by:

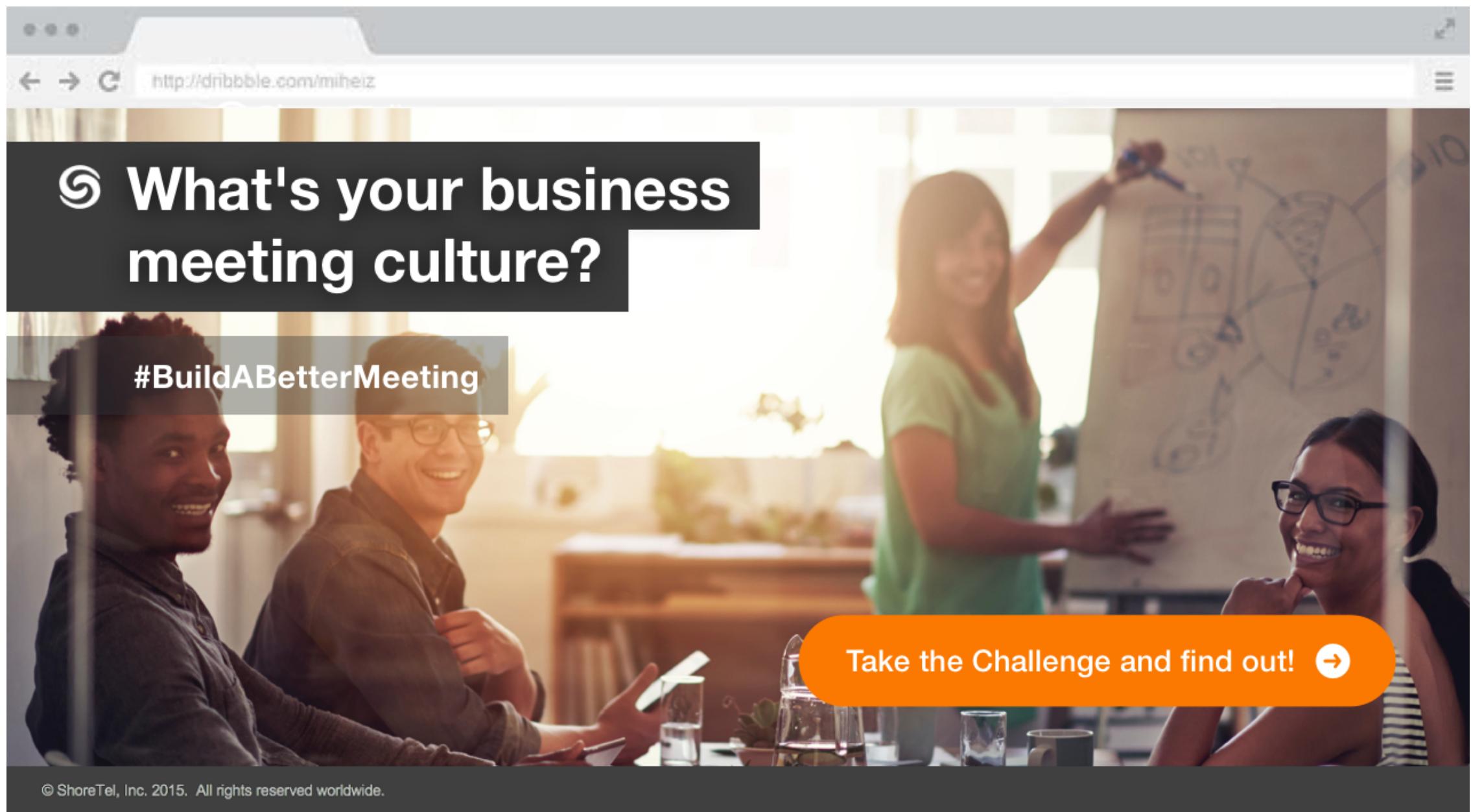
**Doan Designs**

December 14, 2015

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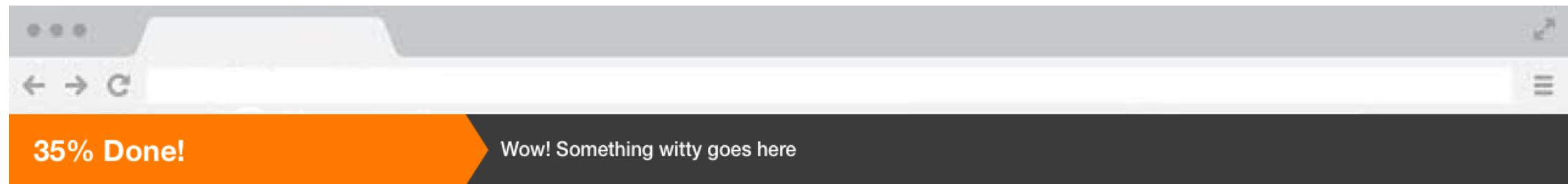


What's your business meeting culture?

#BuildABetterMeeting

Take the Challenge and find out! →

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## How many hours a week do you spend in meetings?



I keep it to a minimum



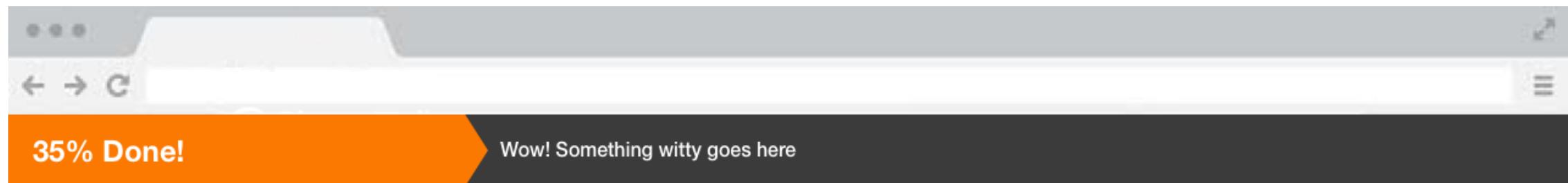
I have quite a few meetings



Are you kidding me, I live in meetings!



**Did you know?** The average worker spends 9 hours a week preparing for or sitting in meetings?  
(Source: Clarizen)

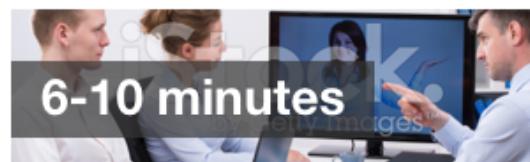


On average, how many minutes do you spend trying to get meeting technology to work?



**0-5 minutes**

Just a couple of minutes



**6-10 minutes**

It takes quite a bit of time



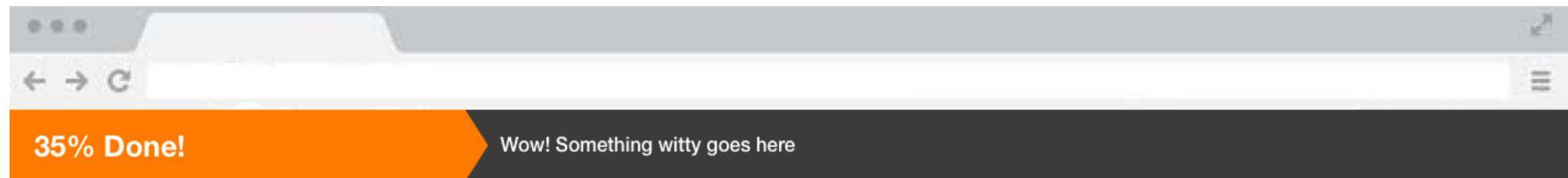
**11+ minutes**

I can never get the technology to work!



**Did you know?**

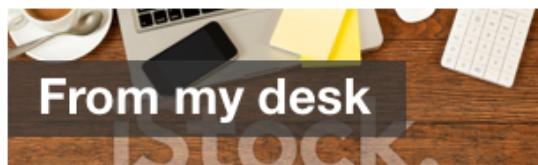




## How do you attend the majority of meetings?



I like to hang with my co-workers and see them in person!



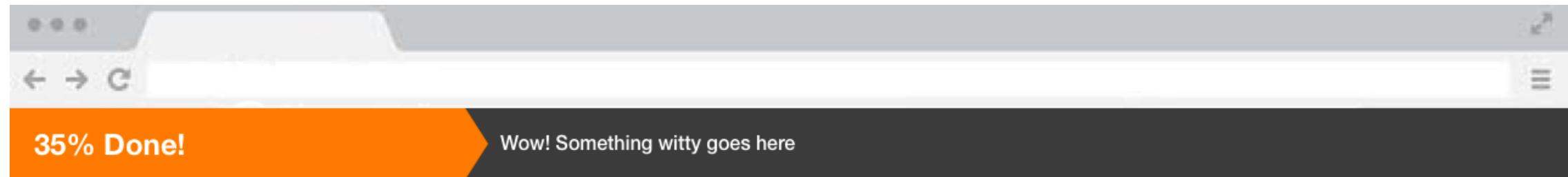
My desk phone works great for me!



Who says you can't be on a beach and attend a meeting?



**Did you know?** The science here goes both ways. According to InterCall, employees are happier when they attend meetings from their mobile device as it allows flexibility, but according to Meetology, working together face-to-face generates more ideas, plus a marginally higher quality and a greater variety of ideas, compared to undertaking the same task either on the phone or via video link. Seems like you need a little balance in your meeting culture and flexibility in your communications platform

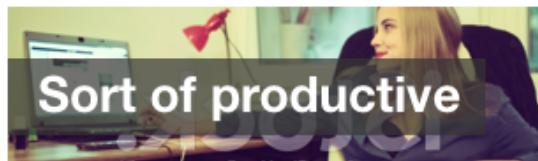


# How productive are your meetings?



**Productive**

We get a lot done!



**Sort of productive**

Eh, not so much. I go to 2-hour long meetings to give a 10 min status report

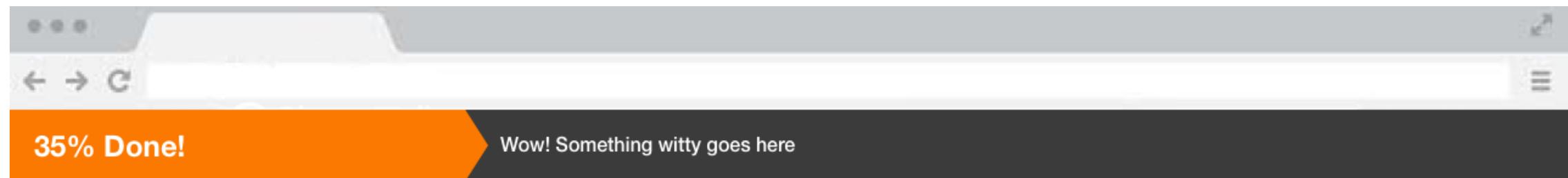


**A waste of time!**

We go round and round, it's like Groundhogs Day!



**Did you know?** Studies show that people are able to pay attention to someone speaking no more than 10-18 minutes and that the act of listening can be equally draining as thinking hard about a subject! See how ShoreTel CONNECT can help manage meeting agendas.



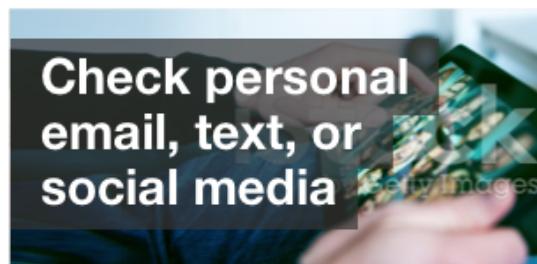
## What do you really do in meetings?



I'm always engaged and listening during a meeting. I never multi-task!



Meetings are the only time I can check email and actually get stuff done!

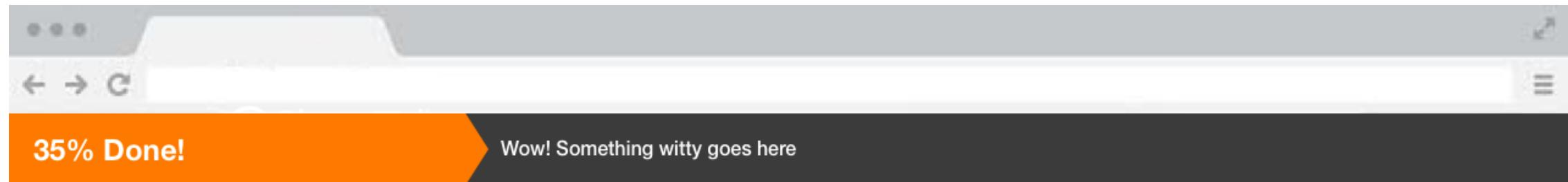


Meetings are the best times to do a little internet shopping, or check in on my social media feeds!



**Did you know?** According to a Harris Poll sponsored by Clarizen, 3 out of 5 workers reported that they multitask during status meetings.

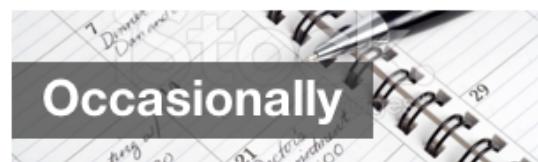




As a meeting organizer, do you plan an agenda prior to meetings?



Agenda's help make meetings productive!



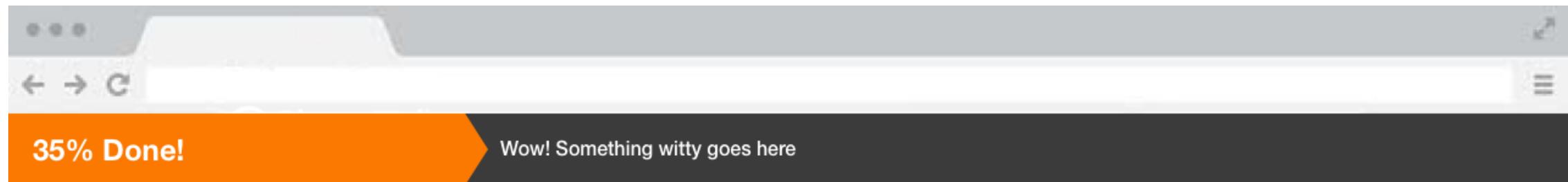
I try my best!



What's an agenda?!



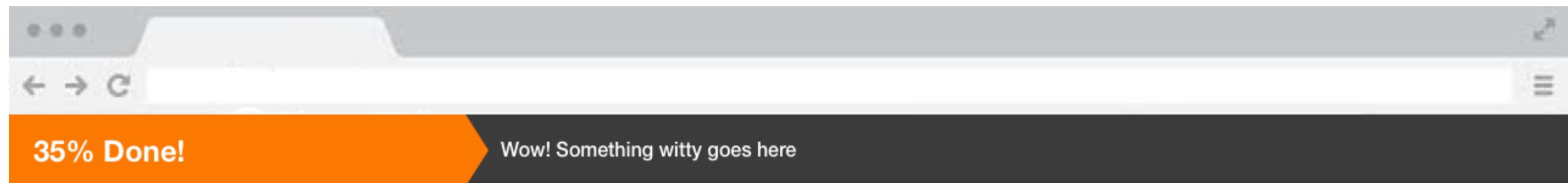
Did you know?



Are you taking this challenge while you are in a meeting?! (We won't tell!)



**Did you know?** Check out our eBook at the end of this assessment exercise, it has great tips on how to make your meetings spectacular!



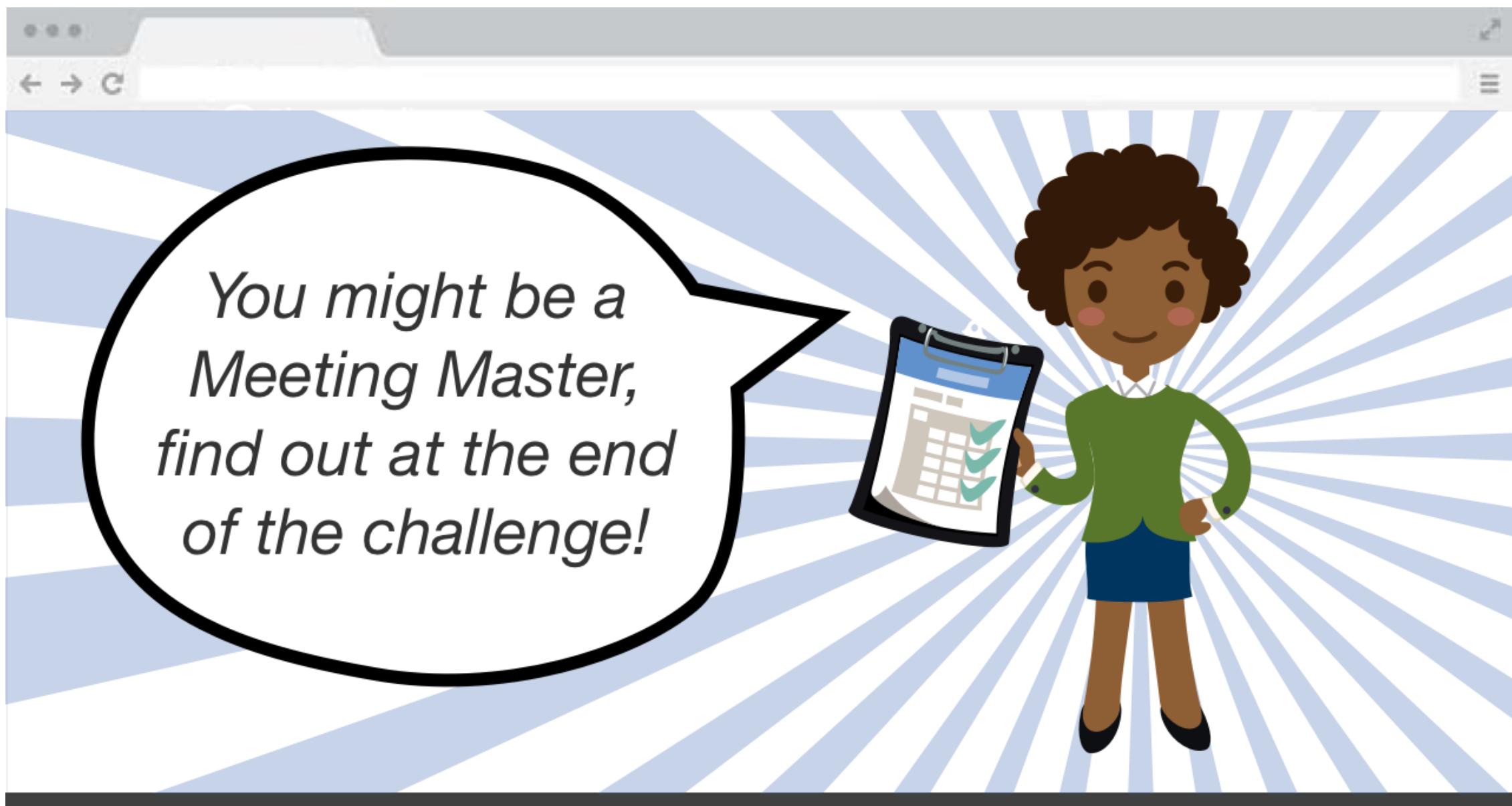
What are some of your best meeting tips  
you would like to share?

**In up to 250 words, what are some of your best meeting tips?**

Tell us your best tips...



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## Tell us a little about you...

### What is your generation?

Silent Generation (Born 1925-1942)

Baby Boomer (Born 1943-1964)

Generation X (Born 1965-1979)

Millennial (Born 1980-2000)

### What size company do you work for?

Startup/Small business

Medium-sized business

Enterprise



## Tell us a little more about you...

Industry/Company Type	How many days per week do you work remotely?
Education	0
Healthcare	1
Government	3
Marketing	4+
Finance	
Other	



## One last thing...

