

BIG TIME COMMITMENT AND COST

11.8 hours of a 40-hour workweek preparing for

and attending status meetings Status meetings alone take up **30%** of the average U.S. worker's week



36-56 million

meetings in the U.S. every day

\$70-\$283 billion yearly cost of ineffective meetings to the U.S. economy **BIGGEST PET PEEVES OF IN-PERSON MEETINGS**

/0% Unnecessary Meetings not staying on topic meetings

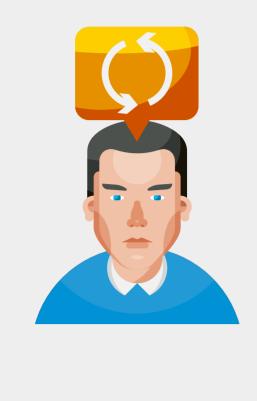
74%

perform other tasks

while on mute in

conference calls

INEFFECTIVE COMMUNICATION



17%

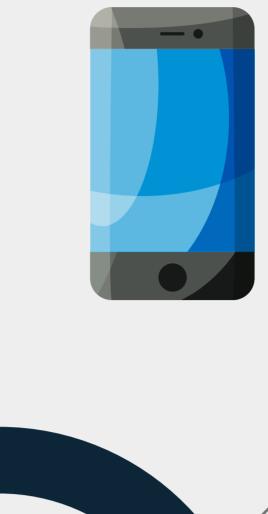
Use the

restroom

Repetition of what was already said 2%

Other

58%



People taking calls in the middle of the meeting 33%

Respond to

work emails

Eat lunch

Never

2%

51%



All the time

9%



20% 21% Keeping everyone Communicating in the loop with the team HOW OFTEN EMPLOYEES LEAVE A MEETING WITH A CLEAR UNDERSTANDING OF WHAT TO DO NEXT?

Rarely

10%

8 minutes

13 minutes

17 minutes

28%

32%

83%

to collaborate

depend on technology

are wasted just getting

are wasted dealing with

is how much time the

meeting actually takes

interruptions and distractions

connecting to

a meeting

technology

technology

room's

failure

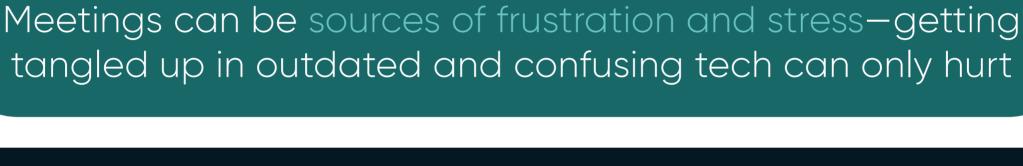
meetings started

89%

of U.S. workers who work with teams in

multiple locations experience frustrations,

such as:



MEETING TECHNOLOGY USE

34%

Most of the time Some of the time

45%

THE WRONG TECH MAKES **MEETINGS EVEN WORSE**

114 billion minutes are spent on conference calls in the U.S. and U.K. combined



In a 38

minute call



everyone

being able

to connect

incompatible

technology

21%

28%



Tech that works

at the touch of a

button



TECHNOLOGY IN MEETINGS

MAKE THE MOST OF WHAT YOU HAVE

Use collaborative tools to

create groups or spaces to

cut down on emails and

keep essentials members

in the loop

If your old technology just won't cut it, it

might be time to upgrade

TECHNOLOGY WILL REDUCE STRESS





Forget the days of pass codes and dial in numbers, have the meeting call you **Mindmapping** Brainstorm and illustrate ideas with visual diagrams Hook a laptop up to a projector during face-to-face meetings or use real-time

SOURCES

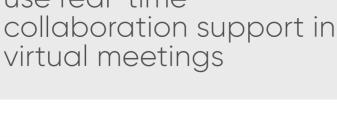
meetings

Keep meeting

documents and

notes in one shared,

accessible place



Easy to Use Apps

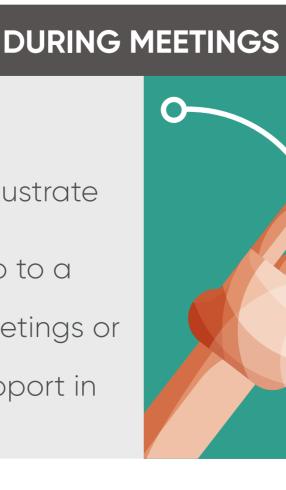
allows you to easily

the touch of a button

Select a technology that

connect to meetings with

Gauge **Meeting Effectiveness** Notifications and Analytics allow you to see who is paying attention or who is even engaged Tracking the effectiveness will only help you improve future meetings



Standardize on One Technology Have one application for the entire company Save time on training, IT work, and eliminate technology hurdles for meetings

Interactive

Whiteboards

Give collaborative

touchscreen editing

mobile devices

presentations and engage

team members through

Share real-time screens

with remote attendees on

Record calls if you can't

Use free apps on iPhones

and Androids to preserve

a thorough record of

everything discussed in

take notes or type fast

Train all employees

to use the same

programs and tools

AFTER MEETINGS Phone **Recording Apps**

Choose the right partner to help you master meetings

Click Here

cbts.com

DON'T LET BAD MEETINGS RUIN YOUR PRODUCTIVITY—CONNECT AND INTERACT WITH THE RIGHT TECHNOLOGY

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hbr.org/2015/03/the-tools-you-need-to-make-every-meeting-more-productive

enough

the call

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- How To

PROBLEMS WITH MEETINGS **BIG TIME COMMITMENT AND COST**



11.8

preparing for and attending status meetings Status meetings alone take up **30%** of the

average U.S. worker's week



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BIGGEST PET PEEVES OF IN-PERSON MEETINGS



17%

Use the

restroom

58% Repetition of what was already said

meetings

2% Other



51% People taking

calls in the middle

of the meeting

33%

24%

Eat lunch

Respond to

work emails

staying on topic



89% of U.S. workers who work with teams in multiple locations experience frustrations, such as: 21% 20% Keeping everyone Communicating in the loop with the team



34% Meetings can be sources of frustration and stress-getting

10% tangled up in outdated and confusing tech can only hurt

8 minutes

13 minutes

17 minutes

are wasted just getting

are wasted dealing with

is how much time the

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Rarely

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MEETINGS EVEN WORSE



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minute call

CALLS TAKES ABOUT 5 MINUTES 79% of workers would be more willing to use screen sharing during calls if it were easier to set up

SCREEN SHARING SET-UP DURING

MEETING ROOMS

87%

of office workers experience stress in meetings when tech doesn't work or is difficult to use

Worried about

28%

being able a meeting room's to connect technology technology incompatible 28% **32**% technology failure

BETTER TECH IS IMPORTANT

TO MODERN WORKERS

21%

everyone



44%

Wireless

Technology is

necessary for

effective

collaboration

44%

Ability to share

MOST BELIEVE ACCESS TO THE RIGHT **TECHNOLOGY WILL REDUCE STRESS**

83%

to collaborate

depend on technology

40%

Easy conferencing with

colleagues from

different locations

technology from any device Meetings can be more engaging with

efficient collaborative technology

BRING THE RIGHT TECHNOLOGY

to your meetings with a holistic communication

and collaboration solution from CBTS.

TECHNOLOGY IN MEETINGS

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51%

Tech that works

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button

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might be time to upgrade MAKE THE MOST OF WHAT'S AVAILABLE **BEFORE MEETINGS**

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Have one

meetings

DURING MEETINGS Interactive **Whiteboards**

virtual meetings

Gauge

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