

# Stop the Meetings Madness!

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# First the math:

Calculate how many hours per week you average in meetings.

*Example: 18*

Now divide that number by 3:

6

# Why 3?

- John Cleese's training film from 1997
- March 16, 2005 Microsoft report in [money/cnn/com](http://money/cnn/com):
  - “Workers consider 17 hours of the average 45-hour work week to be unproductive...32 percent of respondents blamed ineffective meetings, lack of team communication and unclear objectives as the lead pitfalls, another 31 percent identified unclear priorities as the biggest waste of time.”

# More math:

Multiply the number you got when you divided by 3 by what you make per hour.

(You may have to do extra math to find out what you really make per hour.)

$$6 * \$42.00 = \$252$$

# Take that amount...

And multiply times 50 ( average working weeks per year):

$$\$252 * 50 = \$12,600$$

# Multiply that amount...

By the number of people in your immediate department:

$$\$12,600 * 8 = \$100,800$$

# That amount...

Is what your company wastes each year  
In your department alone

Because of ineffective meetings.

(The amount is usually equal to 1 ½ times an  
departmental employee's salary)

# The written assignment:

- First, determine what exactly is causing the ineffectiveness in the meetings you attend.
- Then draft a 3-paragraph persuasive memo to your boss, outlining the following:
  1. What the problems are
  2. Examples of each
  3. Analysis of what these problems cost in money and time (the meeting vampires)

# The next step:

- Conduct scholarly research to find best practices for addressing and overcoming each meeting vampire.
- Try to find at least two per vampire.

# SWOT each:

*If the best practice suggestion is to use email to disseminate information, the SWOT would look like this:*

**S—strength:** saves time

**W-weakness:** no one wants to read email

**O-opportunity:** can we create a specific template or type of email—like a wiki?

**T-threat:** marketing and IT won't like it

# Final product for class:

Report with following sections:

- Analysis of problem
- Research and discussion (SWOT goes here)
- Recommendations (take the research and apply it to your department)
- Suggestions on what to do with the found money

# And the kicker:

The whole paper can't be over three typed pages,

Times New Roman

12 point font

And it has to have depth and detail.

# Students present in class

- In a seated course, they present orally in three minutes max
- In an online course, they post the whole document

# Students discuss

And they vote on the top 5 best suggestions

And the top 5 best analyses

# The winners

- Get to drop their lowest weekly quiz grade.
- And everyone has fun
- And we all get group therapy about meetings!