

Stop the Meetings Madness!

This assignment is not a case, but an analysis. Please follow the steps below:

The Math to do Before Preparing the Written Assignment

- 1) Calculate how many hours per week you average in meetings. Now divide that number by 3.
- 2) 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.)
- 3) Take that amount and multiply times 50 (average working weeks per year).
- 4) Multiply that amount by the number of people in your immediate department.
- 5) That amount is what your company wastes each year in your department alone because of ineffective meetings.

Preparing 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)
- Now conduct scholarly research via library data bases only to find best practices for addressing and overcoming each meeting vampire. Try to find at least two per vampire.
- Then using that research, write a SWOT analysis of each problem and the recommendations you have found to overcome each vampire. *Do NOT try to just use your own ideas for the recommendations; you will need to document in full APA style the article on which you base each recommendation. (For those of you who have not learned about SWOT, yet, it means to analyze the strengths, weaknesses, opportunities, and threats for each idea. if the best practice suggestion is to use email to disseminate information, the SWOT plan 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

You MUST write in full sentences; an outline will earn an 0 for this portion of the assignment.

The Final Written Assignment will have the following:

Report that is no longer than three pages with following sections:

- Analysis of problem: quick summary of meeting problems and financial costs associated with them.

- Research and discussion (SWOT goes here) that includes a minimum of two academic sources per vampire
- Recommendations (take the research and apply it to your department) with estimate of savings
- Suggestions on what to do with the found money