



Meeting-itis: The Antidote

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Over the Next Hour, You Will Learn:

- ✓ How to recognize Meeting-itis
- ✓ Steps to determine when and when *not* to meet
- ✓ Concrete ways to make meetings a good use of time

At the end, we will be raffling off two Meeting-itis
Flipbooks

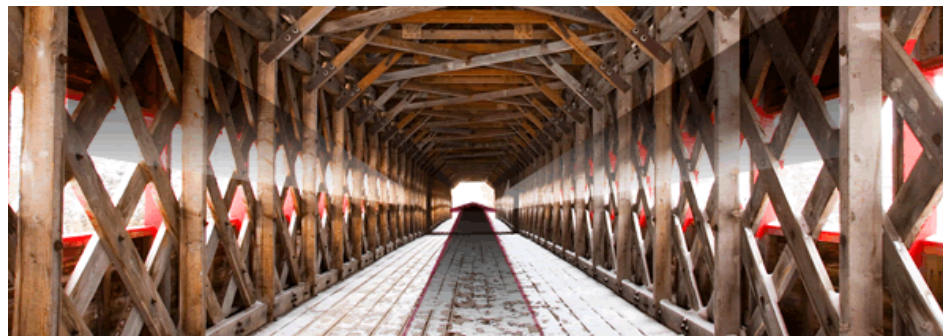
Types of Distance

Interpersonal Distance: differences in people

Organizational Distance: different functions or companies

Physical Distance: different places

Technological Distance: different technology choices and etiquette



Your Work Meetings



On a weekly or monthly basis, what percentage of your meetings are *valuable use of your time*?

On a weekly or monthly basis, what percentage of your meetings have *the right people attending* to accomplish the meeting's purpose?

On a weekly or monthly basis, what percentage of your meetings *could be avoided*?

Some Statistics

- Meetings per person per month = 62
- Time wasted in each meeting = 50%
- Hours lost each month per person = 31
- Days wasted per person per month = 4

Current 'Meeting' Practices

- How do you currently make decisions about how best to accomplish a task with a group of people?
- What communication and collaboration technologies are available to you?
- How comfortable are you at facilitating virtual meetings?

Key Communication Concepts

- Synchronous versus Asynchronous
- Push versus Pull
- Collaboration versus Broadcast



What Are the Benefits and Drawbacks?



Synchronous

Asynchronous

Defining Meeting-itis



Workipedia Definition:

“ A symptom of pain and discomfort caused be the extensive overuse and misuse of meetings in the workplace”.

- Develops in individuals, teams, and organization
- Results in overdeveloped ‘meeting muscle’
- Causes frustration, wasted time, and overall reduced productivity

Causes of Meeting-itis

- Meeting-itis is caused by the default response to meet, usually face-to-face, for a wide variety of reasons and to include as many people as possible.
- Often grounded in the belief that fervent communication and wide-spread inclusion are essential components of a healthy organization.
- Lack of knowledge and comfort with alternative ‘meeting’ approaches is usually an underlying factor.


Do You Suffer From Meeting-itis?



You might if you:

- ✓ Feel overwhelmed and burned-out by too many meetings
- ✓ Feel that you are spinning wheels in meetings
- ✓ Are in meetings filled with side conversations
- ✓ Are in meetings that lack focus
- ✓ Feel excluded even if you really don't need to be there
- ✓ Are attending meetings with nothing to contribute
- ✓ Know the decision is made in a 'meeting' before the meeting
- ✓ Have technology that you don't know how to use

Treatment for Meeting-itis



Often, the most effective meeting is
the one that can be avoided

Making the Modality Choice

- What do you need to accomplish?
- What level of collaboration do you need?
- What level of data richness do you need?
- Who needs to be involved?
- What else is required – handouts, confidentiality?

No Meeting If:

- ✓ Seeking or sharing information
- ✓ Making decisions independently
- ✓ Handing off work
- ✓ Regular status meetings with no major developments
- ✓ Determining next steps
- ✓ Determining or distributing action items

Meet Synchronously If:

- ✓ Need high level of collaboration
- ✓ Shared decision-making by all participants
- ✓ Part of onboarding process
- ✓ It's been a while
- ✓ Others?



Invite the Right People

- 👍 Who needs to be involved?
- 👍 Refine your list
- 👍 For those who *need to attend*: Invite as ‘required’
- 👍 For those who *need to be informed only*: Invite as ‘optional’



Applying *Presence*

Presence = sense that someone is *there* for you

Collaboration = 2 or more people work together toward
a common goal



Applying *Presence*

Stages of Collaboration:

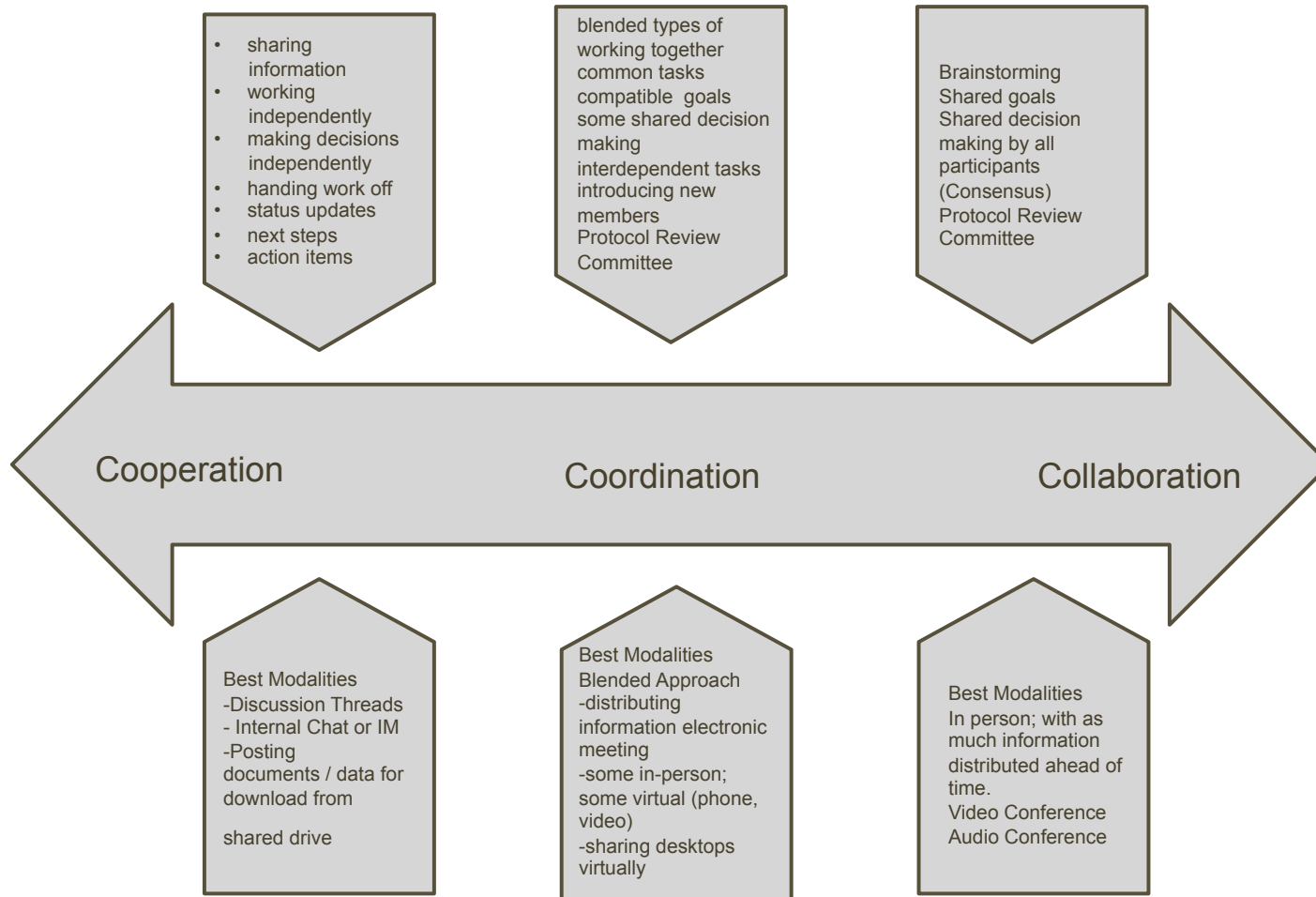
Cooperation: independent people or groups share information to support each others' goals

Coordination: independent people or groups align activities to support each others' goals

Collaboration: individuals give up some independence to realize a shared goal



Presence Continuum



Data Richness

- ✓ Task requires a high degree of data visible to all
- ✓ May be mutually editable or simply broadcasting
- ✓ Success means all parties have access to the information

Data Richness Continuum:



Examples of low and high need for *data richness*?

Virtual Silence

- Is often louder, or deafening
- Due to lack of visual cues to tell us what is happening
- Lack of comfort with silence in general

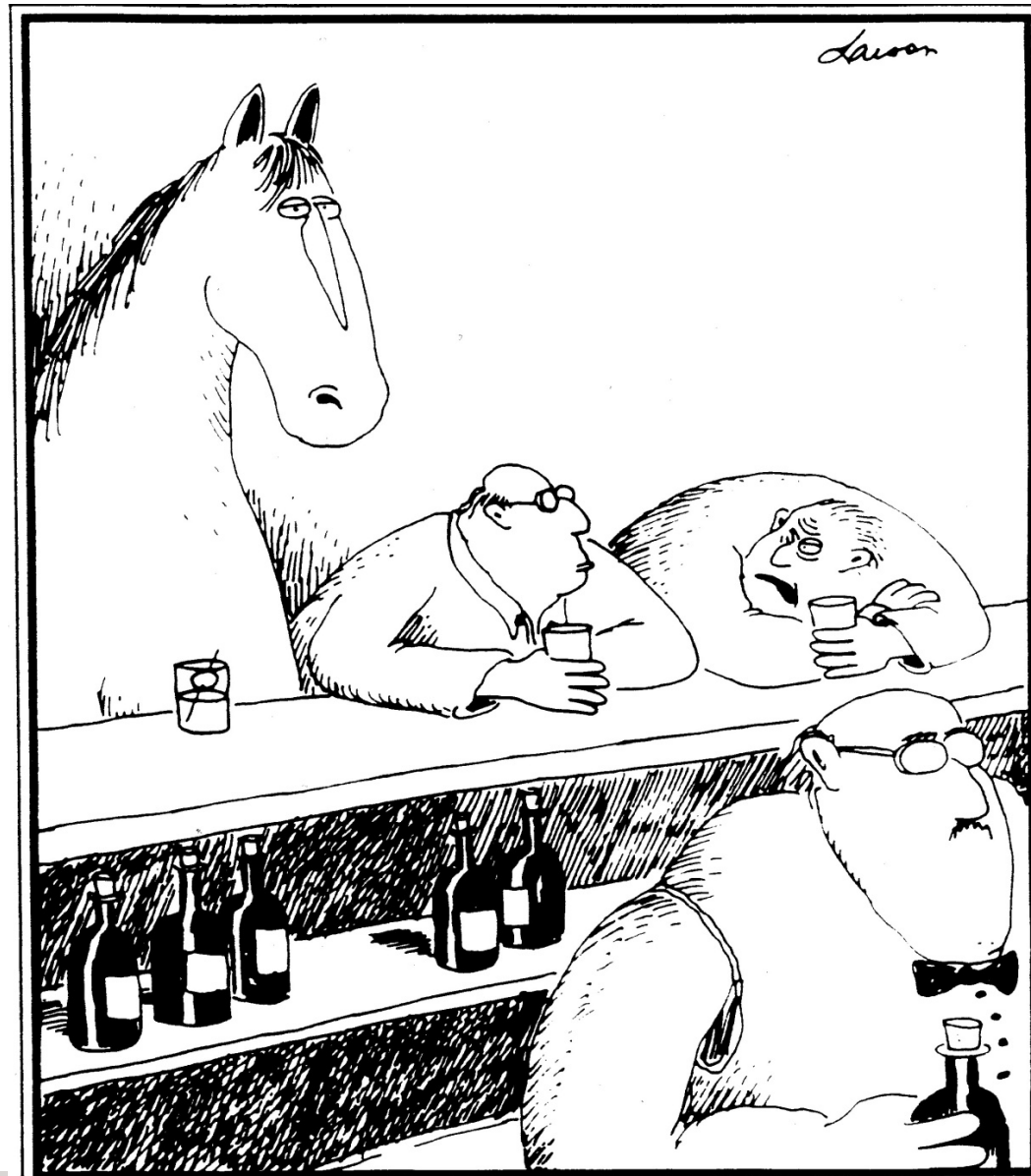


Possible Reasons For Virtual Silence



- Agreement
- Poorly worded question that doesn't evoke need for response
- Inadequate information for participants to respond
- Unspoken conflict
- Not acceptable to voice opinion or disagree
- A lack of interest
- Participants are not paying attention
- Language or cultural issue
- No one knows the answer, or what to do next

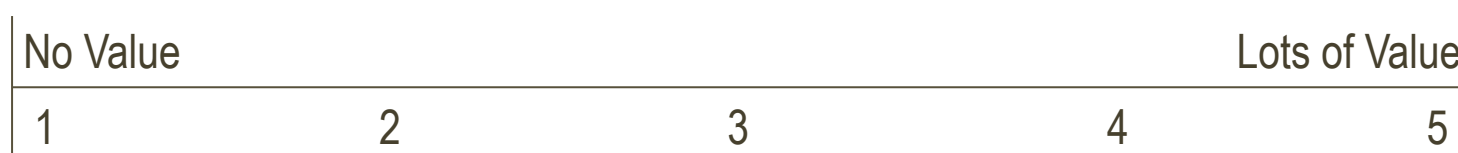
Sure, but can you make him drink?



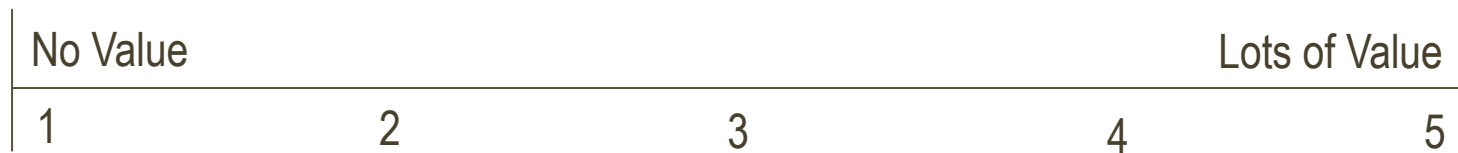
Check Out



How much value did you get out of this meeting?



How much value did you add to this meeting?



How Did We Do? Did You Learn:

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Wrap Up: Plus/Delta



Plus **+** (I like)

Delta **▲** (I Wish)

For More Information:



Bridging Distance can be found:

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