



3 EFFECTIVE WAYS TO INCREASE PRODUCTIVITY AND FOCUS IN MEETINGS



1 Go Offline

**3 Ways To Increase
The Focus of The
Meeting Which Can
Increase The Effectiveness**

**2 Make Being
Late Costly**

**3 Keep an Eye
on the Clock**





GO OFFLINE... BUT HOW?

Digital devices can be distracting.



**ASK ATTENDEES
TO TURN OFF OR
DISCONNECT
THEIR DEVICES
BEFORE THE
MEETING STARTS.**



**IF THAT'S NOT
FEASIBLE, ASK
EVERYONE TO PLACE
THEIR DEVICES IN A
DESIGNATED SPOT
OR BRIEFCASE UNTIL
THE MEETING ENDS.**



**ANOTHER OPTION
IS TO PUT
EVERYTHING ON
AIRPLANE MODE.**



MAKE BEING LATE COSTLY

WHEN SOMEONE IS LATE TO A MEETING, IT CAN DISRUPT THE FLOW AND CREATE A SENSE OF DISRESPECT.

MAKE EVERYONE EXCEPT THE LATECOMER PAY FOR THE FIRST ROUND OF DRINKS OR SNACKS.

HELPS CONVEY THAT BEING ON TIME IS IMPORTANT AND SHOWS RESPECT FOR EVERYONE ELSE'S TIME.



KEEP AN EYE ON THE CLOCK

A group of diverse people, including men and women of various ethnicities, are smiling and holding up signs that say "FREE HUGS". The background is a light blue gradient with a faint clock face visible at the bottom.

RUNNING OVERTIME

Meetings that run over schedule can be frustrating and inefficient.

COST CALCULATOR

Consider using a cost calculator. This is a digital clock that shows the financial cost of the meeting in real-time.

THE CLOCK IS TICKING

Before the meeting starts, everyone inputs their salary anonymously, and as the meeting progresses, the clock ticks up, showing how much money is spent on the meeting.

STAYING ON TOPIC

Helps people be more aware of how much time is wasted and encourages them to stay on topic.

THE 3 STRATEGIES

Meetings can be a powerful tool for communication, brainstorming, and problem-solving.



WHAT HAPPENS WHEN WE IMPLEMENT THEM?

1

Increase the productivity and effectiveness of your meetings.

2

No digital devices will help reduce distractions, and everyone else pays.

3

The cost calculator will emphasize the importance of being on time and staying focused.

Utilizing these strategies can make your meetings more valuable, engaging, and efficient, ultimately benefiting everyone involved.

