



THE TOP 5 MEETING PITFALLS AND HOW TO AVOID THEM

Presented by **ReadyTalk** 



62

meetings
a month



of that time is considered
unproductive

Meetings are an important part of running any business. But all too often they become an expensive and unproductive use of time. In fact, according to a survey from Atlassian¹, the average employee attends 62 meetings each month, but, on average, 33.4 percent of that time is considered unproductive by meeting participants.²

Think of what your team could have been accomplishing with that extra time. If employees believe that one third of their meetings are unproductive, shouldn't there be a better way to do meetings?

Here are a few tips.

Presenting, [The Top 5 Meeting Pitfalls And How You Can Avoid Them.](#)

Pitfall #1 — Bad Organization

The Issue:

Meetings need agendas. Without a planned agenda, you're guaranteed to have an unproductive meeting.

63%



63 percent of meetings are conducted without a pre-planned agenda.³

How to Fix it:

Create and distribute a detailed agenda that includes a clear objective for the meeting, a list of discussion items, required attendees, and any other relevant materials that attendees should review before the meeting.

Make this practice a new organization-wide standard.

Pitfall #2 – No Facilitator

The Issue:

Who is in charge, anyway?

When a meeting is in the planning phase, if the ownership isn't clear, things can spiral out of control quickly.

Without someone organizing the meeting preparation, the likelihood of a productive meeting is very low.

How to Fix it:

Make sure there is a designated facilitator for every meeting that is scheduled. This person should be responsible for sending out the agenda and passing along collateral material a couple of days in advance to guarantee preparedness.

Pitfall #3 — Lack of Concentration

The Issue:

We've all been in that meeting where someone was on their phone or working on something else the entire time.

These distractions can kill meeting productivity in no time at all.

73%



73% of people have admitted to doing other work during meetings.¹

How to Fix it:

It might seem uncomfortable at first, but creating a “no texting, calling, or emailing” rule can go a long way.

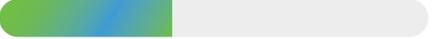
And of course, committing to following the original, shared agenda is key.

Pitfall #4 – Leaderless Meeting

The Issue:

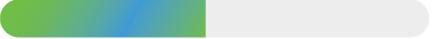
When remote attendees are forgotten or have conference connection issues, or there are too many people in the meeting, how can you expect anything to be accomplished?

40%



Nearly 40% of companies allow their employees to telecommute.⁵

47%



47% of employees consider having too many meetings to be the biggest waste of time.⁴

How to Fix it:

With so many remote employees, there must be a meeting leader to insist on employees announcing their attendance and making sure everyone (present and remote) has a chance to respond. Similarly, the leader must make the call of who really does and doesn't need to be there, to avoid employees wasting time in meetings that aren't relevant to them.

Pitfall #5 — Bad Technology

The Issue:

Background noise, audio delays, feedback, disconnections, audio echoes—you've been in those meetings.

Bad technology is extremely detrimental to your ability to have a productive meeting.

Productive meetings rely heavily on reliable technology.

How to Fix it:

Effective meetings rely on collaborative technology.

From investing in a quality microphone to changing to a provider that leverages a Tier 1 network, improving your conference tools will have a direct and immediate impact on your business.

EXPERT MEETING

Expert Technology Means Expert Meetings

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