PLANNING FOR GROWTH AND SUCCESS!

Panelists:
Jennifer Church - United Rentals

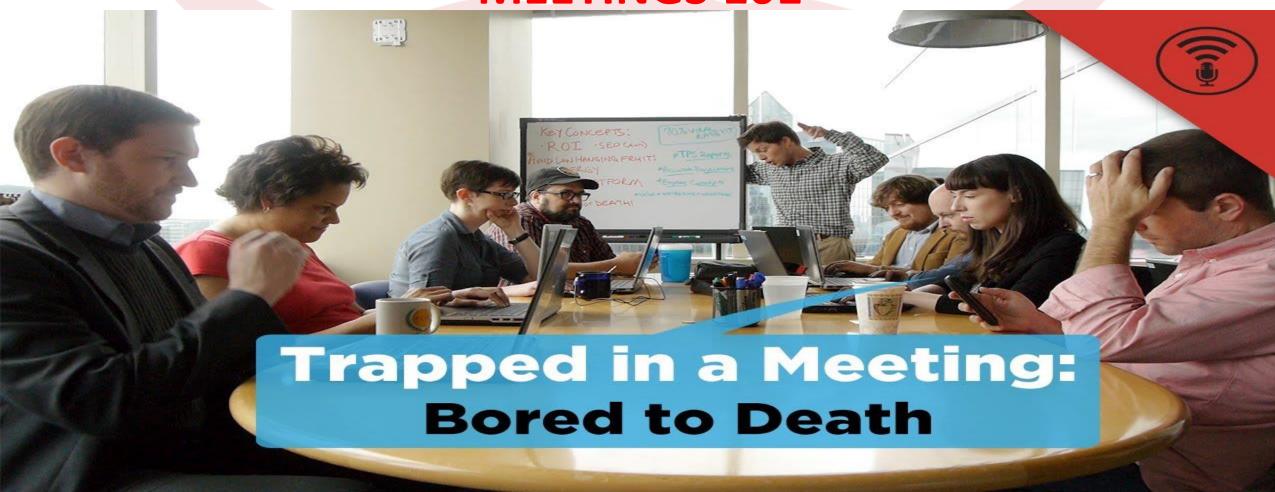
Gia Espinoza - ASA New Mexico Executive Director

• Facilitator: Richard Bright, ASA National





Opening Comments – Jennifer Church MEETINGS 101







DID YOU KNOW

- THERE ARE OVER AN ESTIMATED **55 MILLION MEETINGS A DAY** IN THE UNITED STATES
- 47% OF EMPLOYEES COMPLAINED THAT MEETINGS WASTED THEIR TIME THE MOST AT WORK AND 45% FELT OVERWHELMED BY THE NUMBER OF MEETINGS THEY ATTENDED.
- WHILE THE NUMBER OF MEETINGS HAS INCREASED, PRODUCTIVITY FROM MEETINGS SEEMS TO HAVE DECREASED. IN THE US ALONE, UNNECESSARY MEETINGS COST US BUSINESSES \$37 BILLION PER YEAR.





40-20- 20 RULE

40% of your attention should be on meeting preparation

20% on the meeting itself

40% executing the takeaways from the meeting.

 80% of the energy required to make meetings successful is needed before and after the meeting itself — a culture of back-to-back meetings just won't work.





LET'S BE SUCESSFUL

A successful meeting

has 5 key ingredients:

- 1. it starts with a clear meeting objective, pre-work and agenda
- 2. meeting participants interact with each other they are the right people to be in the meeting
- 3. the meeting leader keeps things moving stay on point and keep things moving
- 4. the meeting ends on time set specific time for each action item
- 5. with everybody on the same page and a clear action plan, duties have been delegated as subcovellasoastimeline for follow up

established.





Steven G. Rogelberg wrote a book about it. The Surprising Science of Meetings: How You Can Lead Your Team to Peak Performance https://www.amazon.com/Surprising-Science-Meetings-Lead-Performance/dp/0190689218

Harvard Business review gives us a Meeting Cost estimator. See how much your meetings are costing you https://hbr.org/2016/01/estimate-the-cost-of-a-meeting-with-this-calculator





Opening Comments – Gia EspinozaThe core nuts and bolts of Chapter planning!





