

The Better Meetings Blueprint

# A world of meetings

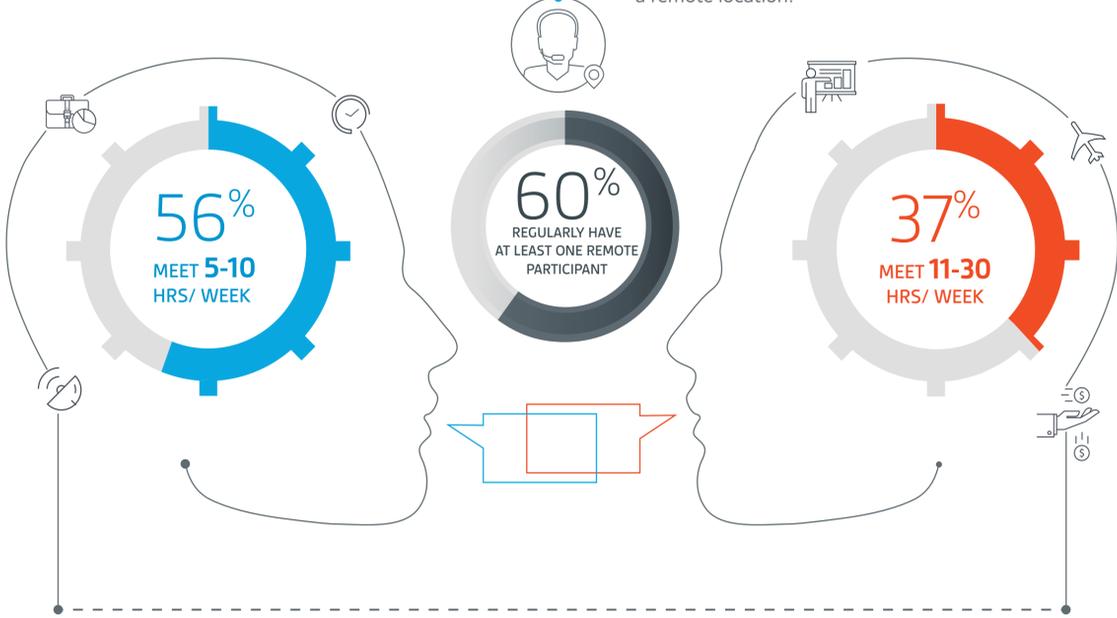
How often do people meet?  
And what happens when they do?

Plantronics recently conducted a global survey to learn more about meetings and how people experience them. We found some interesting commonalities around the world. Here are some highlights.



## "Is it time to meet?"

Yes, people spend time in meetings. A lot of time. Around the world, we feel compelled to meet, and meet often—whether it's face-to-face or from a remote location.



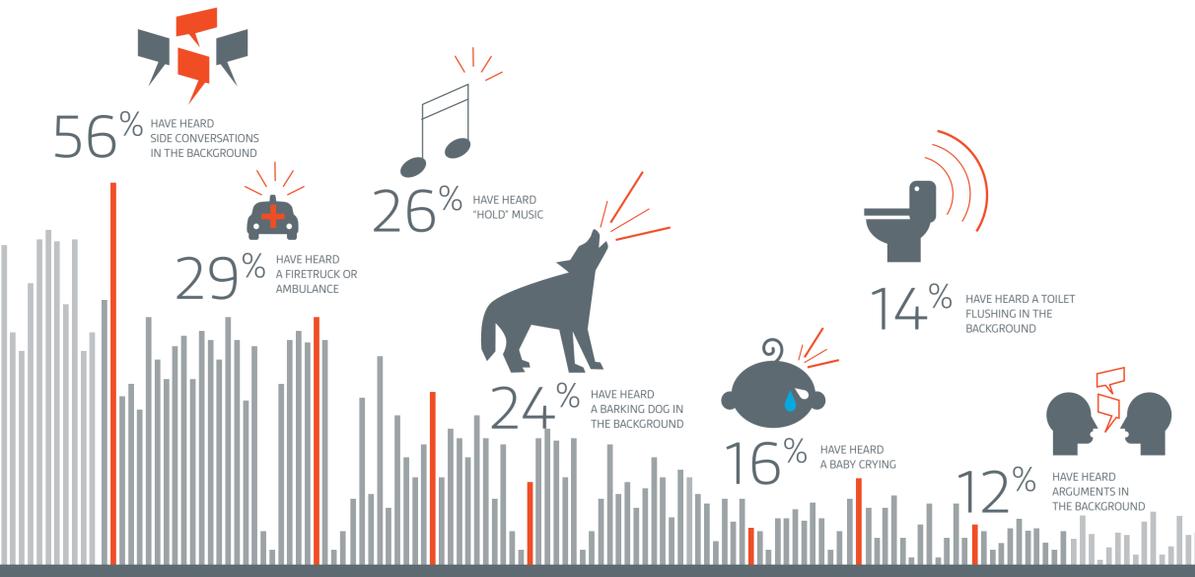
## "We have the technology. Don't we?"

Ah, technical difficulties. We've all had them. Maybe it's the call-in number. Or the access code. Or the network. Technical problems happen frequently.



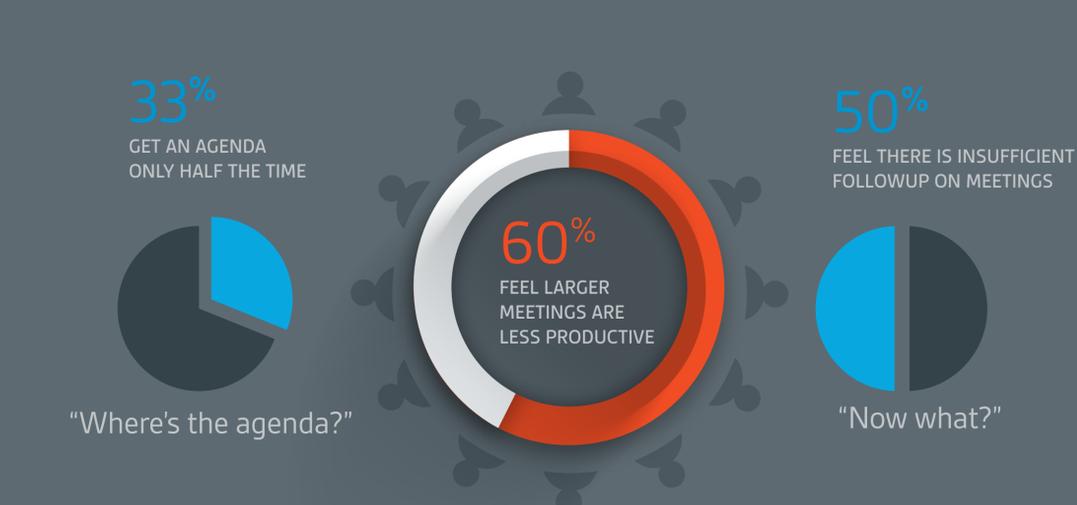
## "Do you hear something?"

Colleagues. Coffee shop conversations. Children. Pets. More than 64% of our respondents stated that they are distracted by some kind of noise around them when on a conference call. And many have heard some interesting background noises...



## "Why are we having this meeting?"

Many meetings happen without an agenda. And many have little or no follow-up. Which begs the question, "Why are we meeting so often?"



### Some questions to ask yourself

**"Do we have the right technology?"**  
Significant amounts of time are lost every day to technical difficulties. If this is happening in your organization, it may be time to do a full audit of your technology to determine your users' needs.

**"Is there an agenda?"**  
Too many meetings are happening without proper planning. Without a clearly stated purpose for the meeting, participants cannot adequately prepare or contribute—and that can mean a lot of wasted time.

**"Do we really need to meet?"**  
Many, many hours are spent in meetings every week. Could it be that the same objective could be achieved with a few phone calls or emails to select individuals?

**"Can everybody hear me?"**  
Far and away, the biggest issue is simply hearing and being heard. Is everyone in your organization equipped with sufficient sound equipment such as noise-canceling headphones?

**"What do we do now?"**  
Meetings without a clear action plan are arguably worse than meetings with no agenda. If there's no follow-up after a meeting, ask yourself whether the meeting needed to happen in the first place.

### It's time to build a better meeting

At Plantronics, our goal is to build audio solutions that break down the barriers of communication in the workplace. Our [Better Meetings Blueprint](#) further that goal, giving you practical guidance on how to organize and participate in meetings that have purpose, direction, and action.

### Find out more

Download the complete [Better Meetings Blueprint ebook NOW](#).

