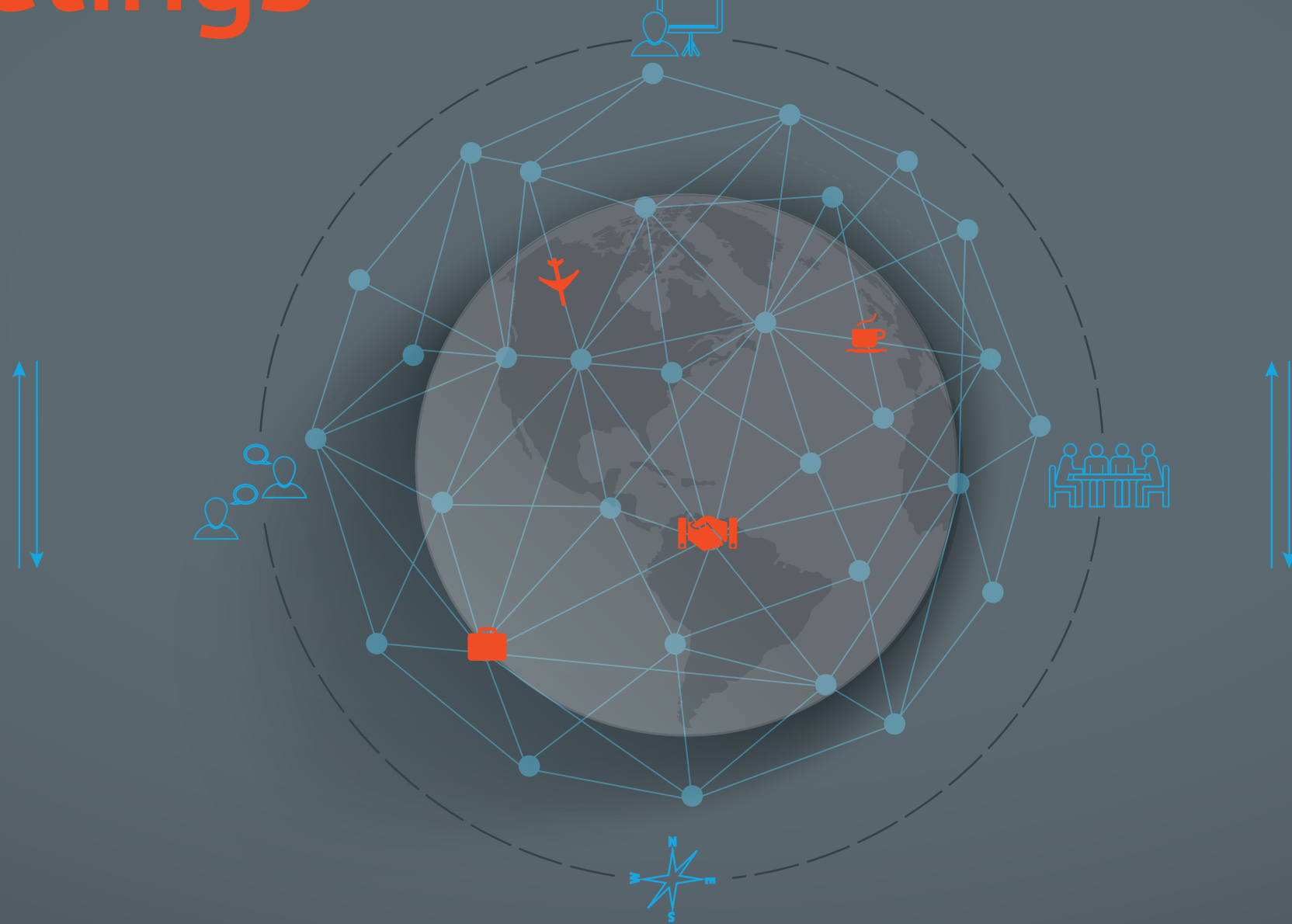


The Better Meetings Blueprint

A world of meetings

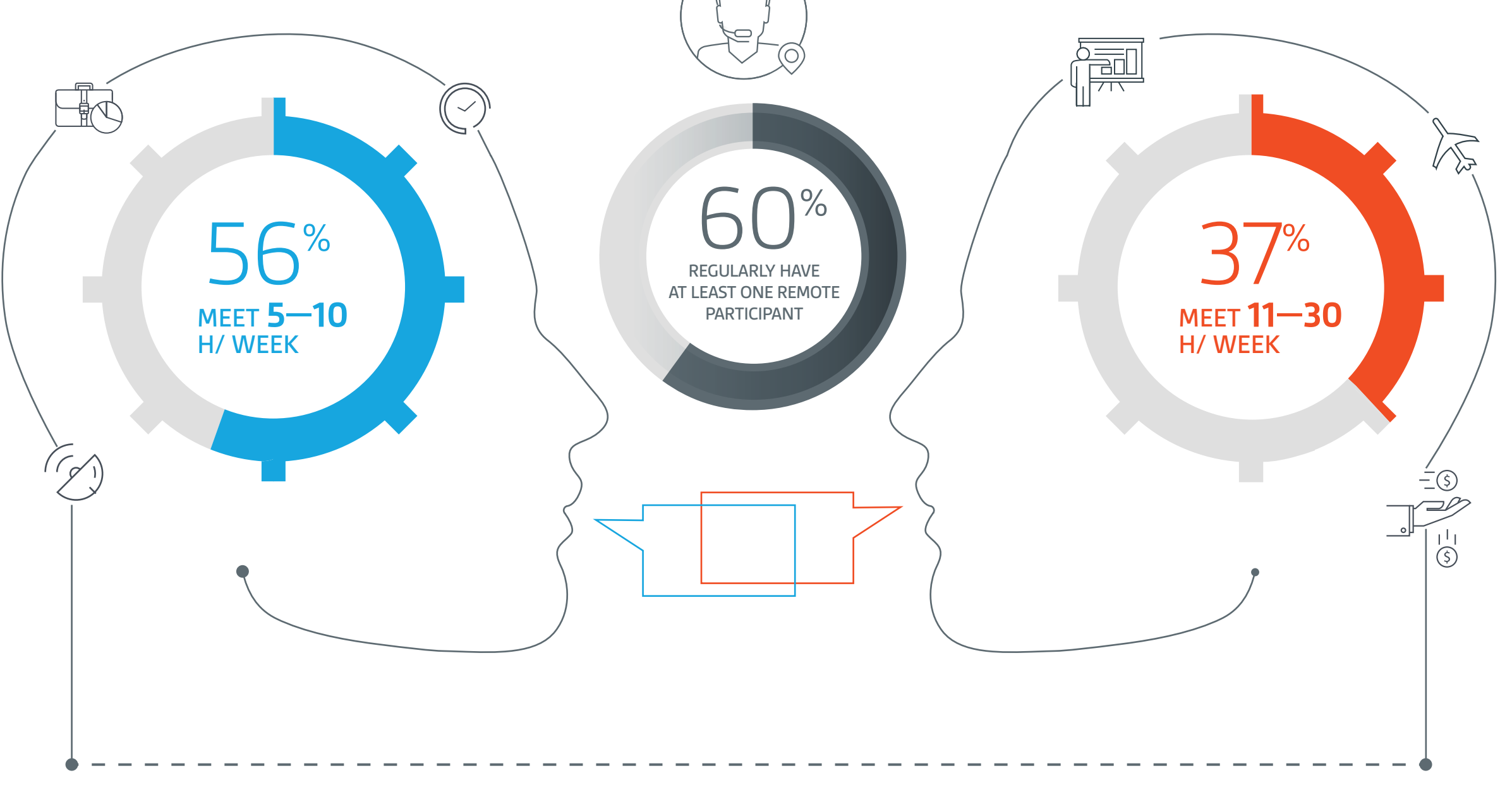
How much do people meet? And what happens when they do?

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 of the result highlights.



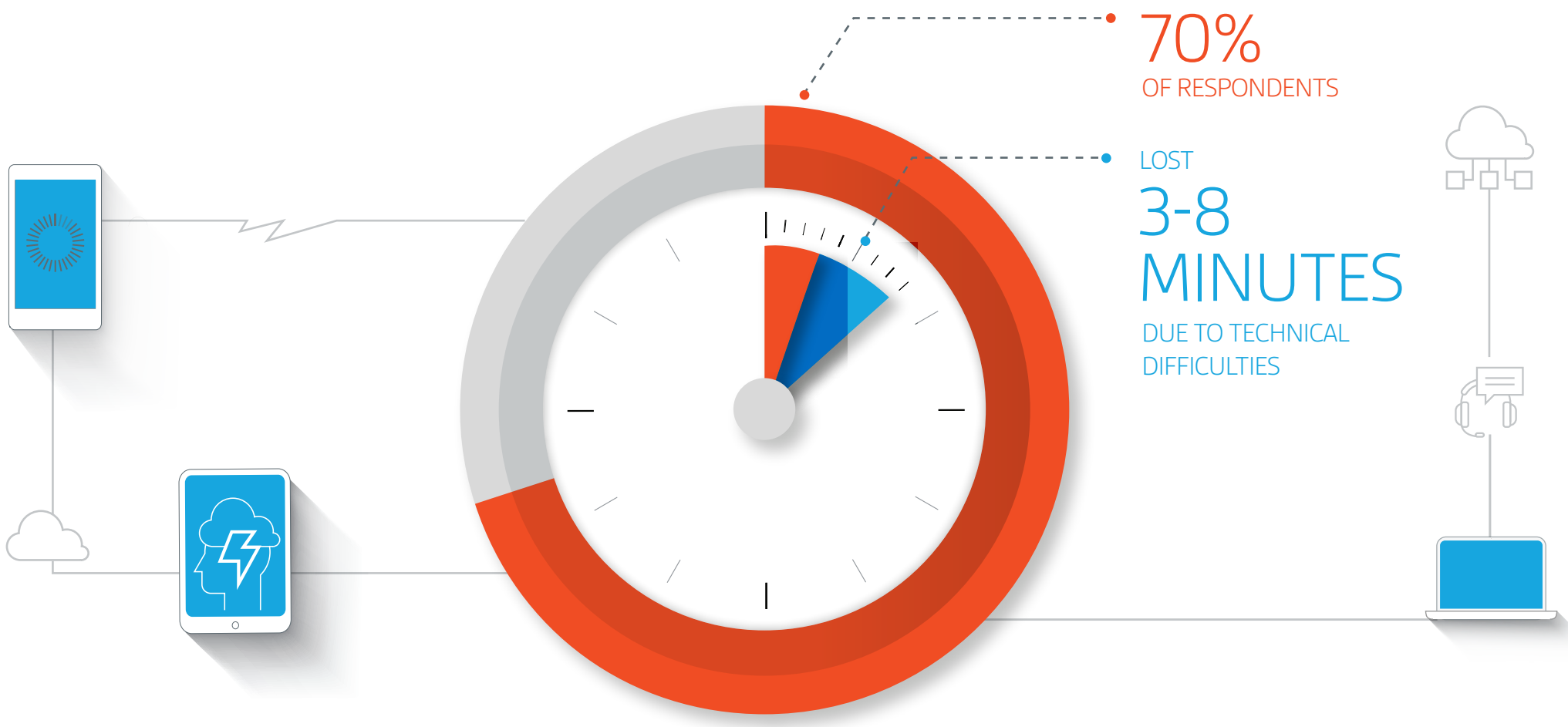
"Is it time to meet?"

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.



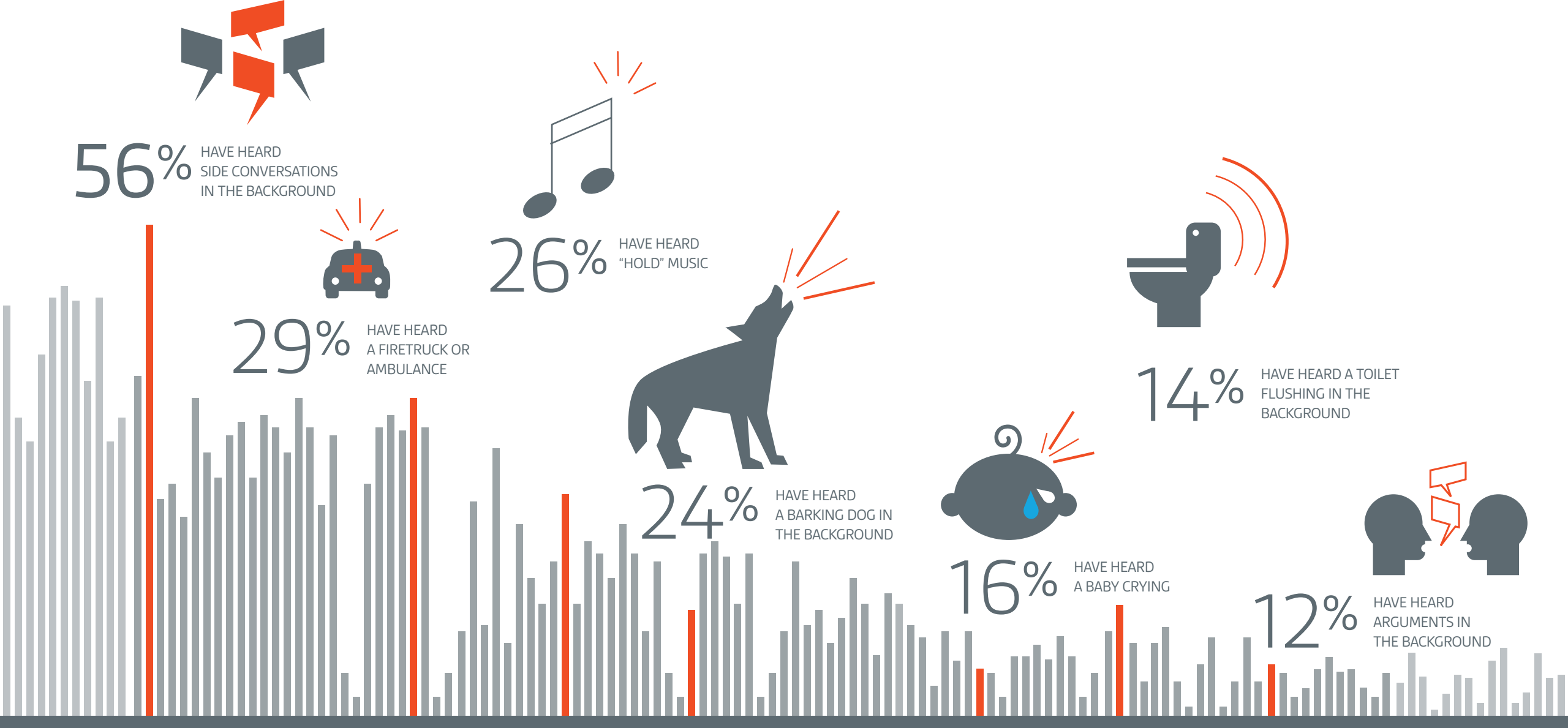
"We have the technology. Don't we?"

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 much?"

33% GET AN AGENDA ONLY HALF THE TIME



"Where's the agenda?"

60% FEEL LARGER MEETINGS ARE LESS PRODUCTIVE



50% FEEL THERE IS INSUFFICIENT FOLLOW-UP ON MEETINGS



"Now what?"

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. 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](#) furthers 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.

