Detoxifying Meetings:
Increasing Efficiency and Productivity

Megan Terawaki
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Inspiration

80-hour weeks
Packed schedules
Super busy
Endless meetings
Overflowing inbox
Unrealistic deadlines
Can't sleep
Sunday afternoon emails
No time to think
Stuck at the office
All-nighters
Chat is blowing up

It doesn't have to be crazy at work.
### It Doesn’t Have to be Crazy at Work

<table>
<thead>
<tr>
<th>Crazy</th>
<th>Calm</th>
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<tbody>
<tr>
<td>Packed schedules</td>
<td>Time to consider</td>
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<tr>
<td>Super busy</td>
<td>Comfortably paced days</td>
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<tr>
<td>Endless meetings</td>
<td>Rarely a meeting</td>
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<tr>
<td>Unrealistic deadlines</td>
<td>No rushing</td>
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<td>Sunday afternoon emails</td>
<td>No weekend work</td>
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Inspiration

Presentation Objectives

- Recognize that meetings are integral, but time-consuming, to our jobs
- Identify common pitfalls that make meetings inefficient (TOXIC)
- Identify solutions to make meetings efficient, productive, and healthy by practicing common sense and common courtesy

What Makes Meetings TOXIC?

- Preparation
- Abstract topics and undefined goals
- Slow
- Distractions
- Additional meetings

Time
Organization
Excessiveness
Input
Cost

TIME

• Pitfall #1: Agendas are sent at the last minute or not at all
• Pitfall #2: Delayed decisions due to lack of preparedness
• Pitfall #3: Meetings start late or run long
**TIME**

**Efficient**
- Send agendas 3-5 business days ahead

**Productive**
- Review and prepare, or abstain

**Healthy**
- Begin and end on time
- Allot time for discussion

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ORGANIZATION

• Pitfall #1: Unorganized agenda items
• Pitfall #2: Not having time constraints on agenda items

ORGANIZATION

Efficient
- Send background information ahead of the meeting

Productive
- Make important discussions/decisions first

Healthy
- Set time limits (including time for questions)

EXCESSIVENESS

- Pitfall #1: Last minute scheduling of meetings
- Pitfall #2: Meeting for the sake of having a meeting
EXCESSIVENESS

Efficient
- Be realistic of what can be accomplished in a single meeting

Productive
- Cancel meetings when the agenda is not time-sensitive or important

Healthy
- Prioritize office staff meetings above committee meetings

• Pitfall #1: Not knowing/understanding quorum
• Pitfall #2: Involving everyone in minute decisions
INPUT

Efficient
- Decide ground rules for having/conducting/cancelling a meeting

Productive
- Delegate to a subcommittee

Healthy
- Allow for volunteers and subcommittee leadership

COST

- Pitfall #1: Sacrificing productivity for meeting times
- Pitfall #2: Using meetings for announcements

TIME = MONEY

COST

Duration  x  People  x  Wage  =  Cost

1.5 hours  x  5 people  x  $20 per hour  =  $150

Opportunity Cost

COST

Efficient
• Make announcements via email, intranet, or shared Drive/Box

Productive
• Use meeting time for discussion and decision-making

Healthy
• End meetings early

References


“Thank you for the privilege of your time.”
—José Díaz-Balart

Questions or comments?
Reach Megan at megant@hawaii.edu