

A man in a grey suit and blue tie is standing in a living room, holding a silver alarm clock in his left hand and raising his right fist in a celebratory gesture. The room features a white sofa, a bookshelf with trophies, and a window with blinds. The entire scene is overlaid with a semi-transparent blue filter.

officio.work Guide to
Productivity

Run Better Meetings






Have you ever sat through a meeting that felt like it lasted an eternity?

You're not alone. In fact, studies show that the average meeting lasts 31 to 60 minutes, and over 70% of attendees admit to daydreaming during that time.

It's time to change that.





Together with LEAP4SME, we bring to you  this 'Guide to Productivity' & provide a comprehensive resource for anyone who wants to run better meetings.

Whether you're a team leader, manager, or simply someone who attends a lot of meetings, this book is designed to give you the tools and strategies you need to make your meetings more productive, efficient, and engaging.

officio.work

leap



We'll provide you with....

- Step-by-step guides
- Tips on adding value as participants
- Guidelines to improve meeting etiquette

“If we have a clear agenda in advance and we are fully present and fully contributing, the meetings do go much faster.”



Did you know?

\$37B

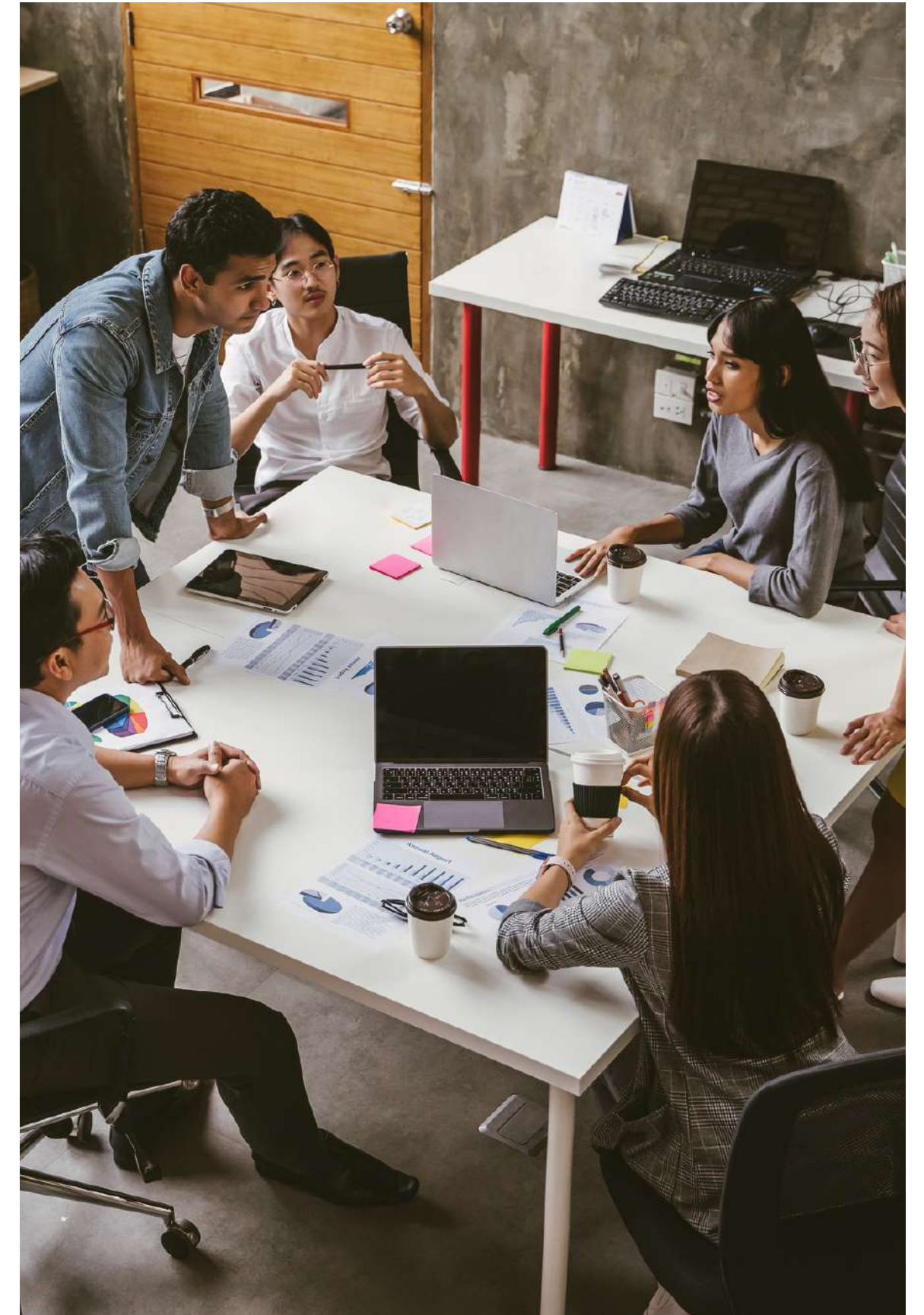
Wasted

- for unproductive meetings.
- only 50% time spent is effective & productive



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A man in a suit is running through a living room, looking stressed. He is holding a large alarm clock in his left hand. The room has a bookshelf with trophies and plants, and a sofa. The image is overlaid with a dark blue semi-transparent layer.

The Principle to

Run Better Meetings

K.I.S.S.S

Keep It Short Short Short



First, Answer These



Good Meeting

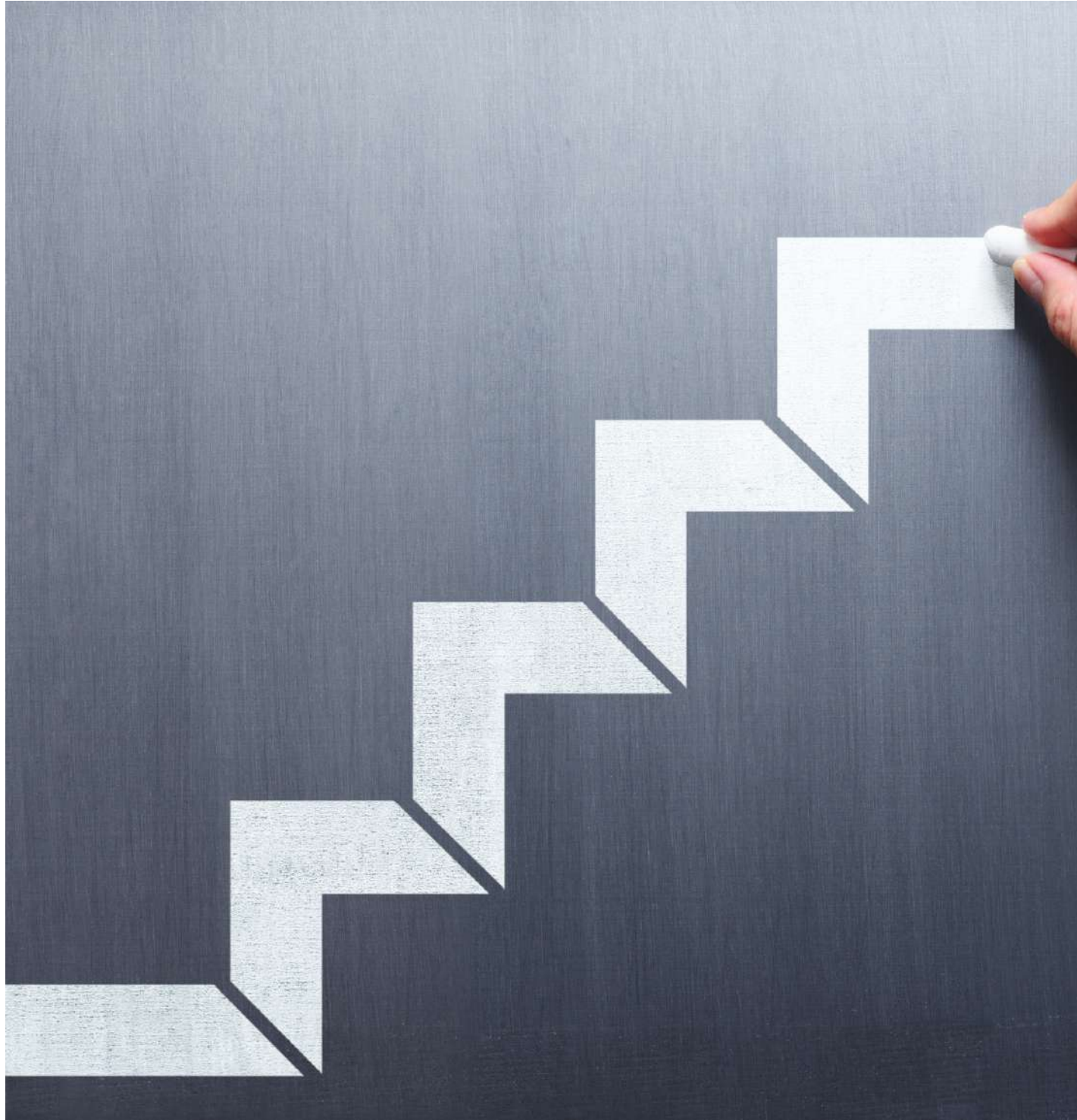
Why it's successful?



Bad Meeting

What can be improved?





4 Steps

to run effective meetings



Prep



Objective



Agenda



Process

1. Do the Prep Work

Fail to plan = Plan to fail



Important Questions

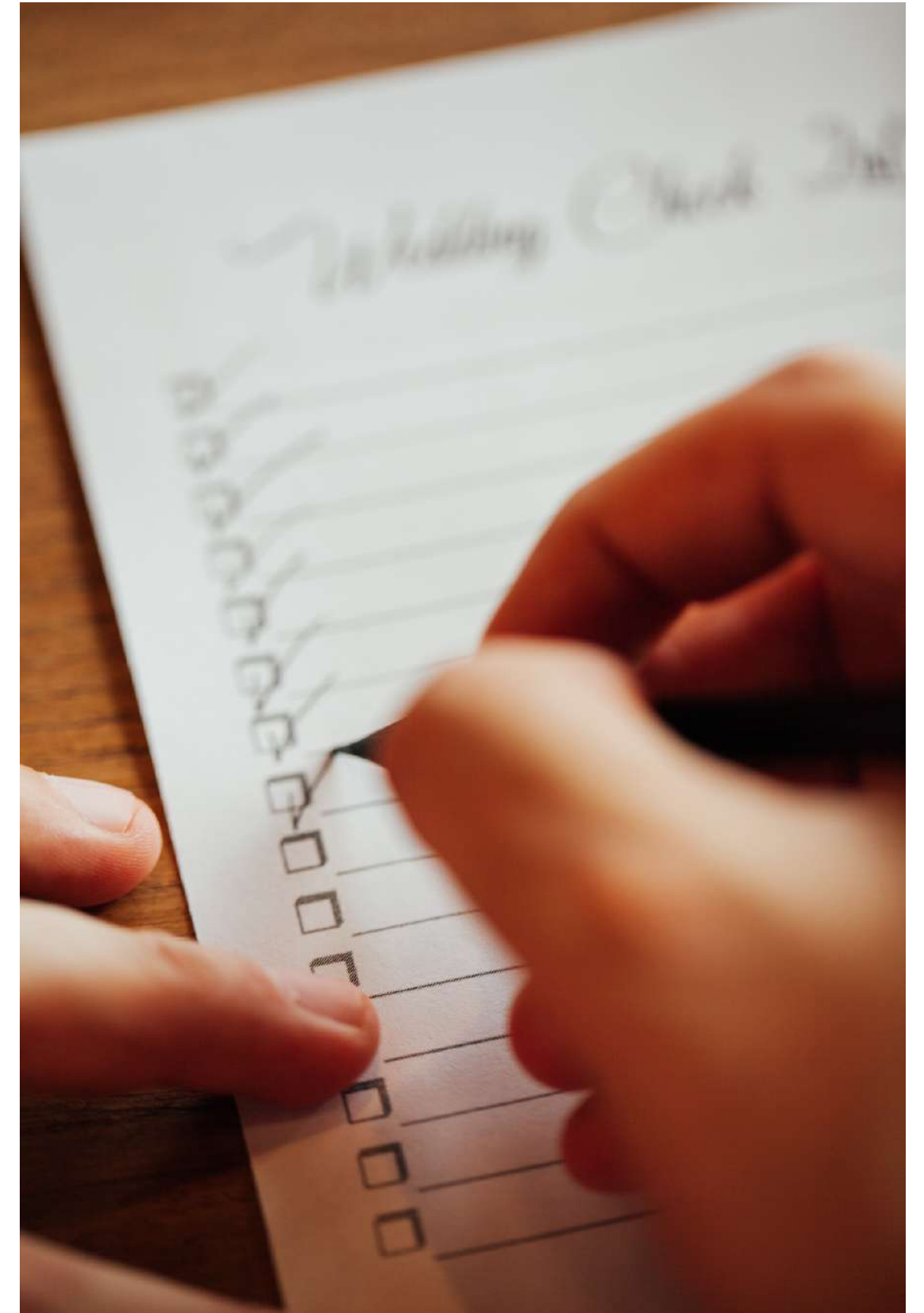
IS THE MEETING NECESSARY?

- 01 Solutions**
Have you explored all?
- 02 People**
Do we need to get others involved?
- 03 Input**
Do we need external input to progress?
- 04 F2F or Remote?**
Does it really need a F2F to progress?



Prep Work Checklist

- ✔ Select right participants & send invitation
- ✔ Decide when and where
- ✔ Book meeting room
- ✔ Prepare handouts & distribute
- ✔ Prepare materials (slides etc)
- ✔ Identify, book & test equipment



2. Have a Clear Objective

Fulfill a purpose





What are you trying to resolve?

- 01** Do you want a decision?
- 02** Do you want to generate ideas?
- 03** Getting status reports?
- 04** Communicating points
- 05** Making plans?

3. Set Up an Agenda

Stay on track & On time



Importance of Agenda



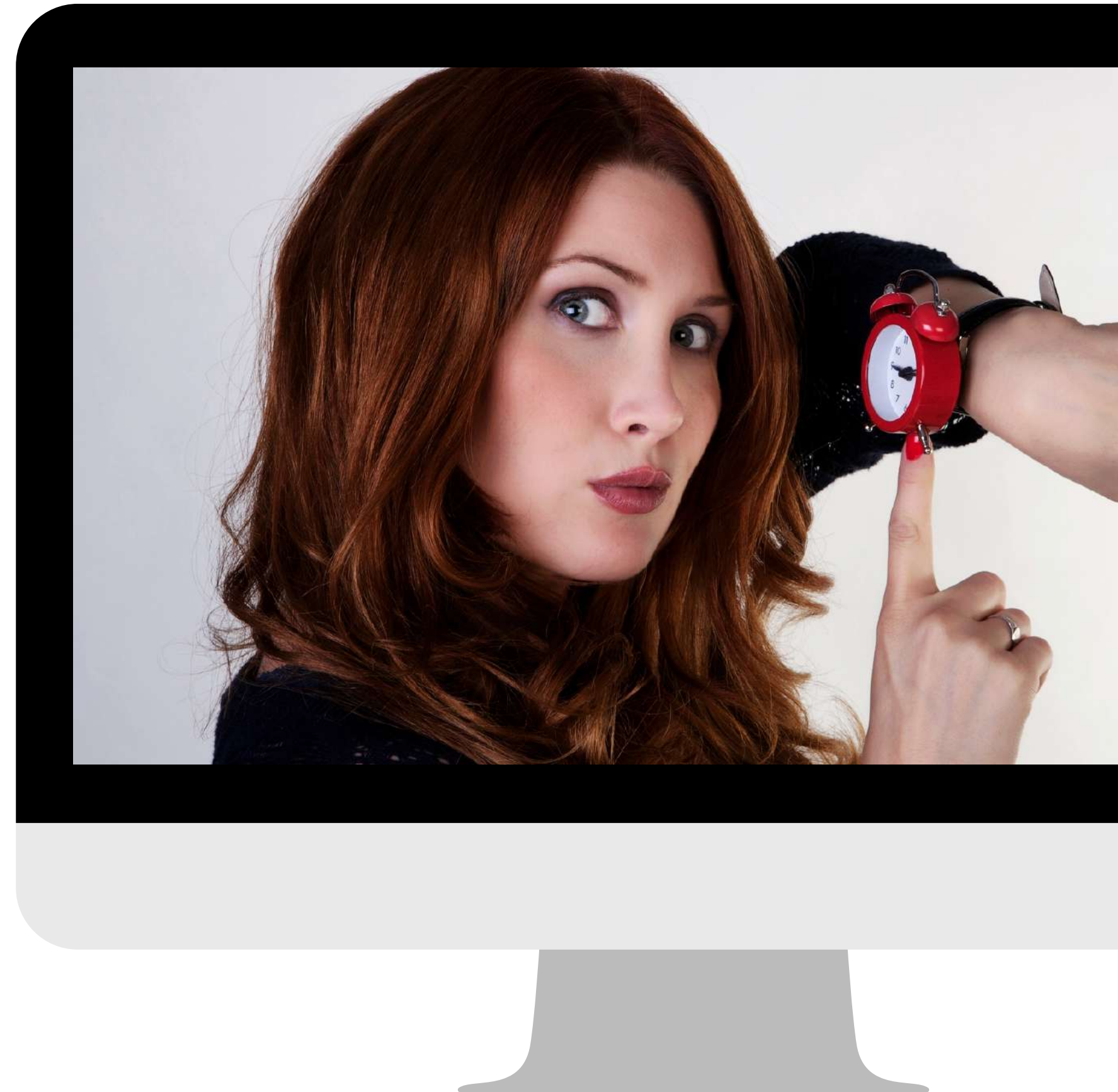
- Set expectations up front
- Organize the subjects
- Get everyone on topic

What's in an AGENDA?

1. Date and time
2. Location
3. Priorities
4. Results
5. Participants
6. Sequence
7. Timing

How to get back on track?

- Hurry the discussion
- Push for a decision
- Defer making decision
- Assign others to follow up after the meeting



4. Create a Sensible Process

Follow logical order



Logical Order

In order to get to the desired end result, your meeting will need to follow a logical order.



Consider the following points when you plan your next meeting

01 Before Meeting

Circulate agenda to participants for their input.

02 During Meeting

Encourage engagement from all participants (including those that perhaps aren't as confident as others).

03 After Meeting

Take some time to debrief. Ask participants what they felt went well and what didn't.



Let's Recap on the 4 Steps

01

Prep Work

Before you go ahead and start planning your meeting, ask yourself: do you really need one?

02

Objective

Before sending the invitations, make sure that you know exactly what it is that you want to achieve, and that this is clear to everyone attending.

03

Agenda

A meeting agenda will help you to identify the information that you need to prepare in advance, as well as the level of involvement you are expecting from the participants.

04

Process

In order to get to the desired end result, your meeting will need to follow a logical order.



Did you know?

60

meetings attended

- for an employee per month, on average
- 50% is considered as a waste of time





Adding Value to Meetings

When you seek to add value to your meetings – you’ll be seen as a “driver” rather than a “passenger.”

"Not adding value is the same as taking it away."

7 Ways to Add Value



Be Selective

Think

Before you hit the “accept invitation” button, think about whether you really need to attend.



Prepare in Advance

Read

Be sure to read any agenda or prep material that’s been distributed before the meeting starts.



Identify Role

Why got invited?

Are you there to provide feedback or constructive criticism? To contribute ideas? Or, do you have specialized knowledge?



Use Your Strengths

Contribute

For example, if you’re a concise writer, but not a big talker, you might like to assume responsibility for note-taking during the meeting



7 Ways to Add Value



Help Others Be Heard Encourage

Allow people to combine their talents so that the group's knowledge is greater than that of the individuals.



+ve Body Language Engaged & Listen

Sit up straight, smile or nod at the person who's speaking, and unfold your arms to show that you are open to ideas and suggestions.



Take Notes Cover the Key Points

Be sure to note down any important information that you'll need to refer back to later



Good Meeting Etiquette

One of the best things that you can do to improve the effectiveness of meetings across your organization is to;

Draw up some “ground rules”

Freedom without rules doesn't work. And communities do not work unless they are regulated by etiquette.



Create Your Guidelines



Introduce Your Rules

Think up 5 or 6 key guidelines that could help to improve the way how meetings run in your organization.

List it down...

Examples of ground rules:

- Always start meetings on time.
- Come prepared.
- Stick to agenda
- Contribute and listen to people fairly and without judgment.
- Record outcomes and actions, and follow up.



**“Actions speak louder
than meetings.”**

Successful meetings drive productivity





How Officio Drive Productivity?

We drive productivity by streamlining workflows, automating routine tasks, and providing a centralized platform for collaboration and communication.

01

Single Centralized Platform

Officio provides a centralized platform where team members can collaborate and communicate in real-time. This can help to improve team productivity by ensuring that everyone is on the same page and working towards the same goals.

02

Customizable

Officio allows businesses to customize their workflows to meet their specific needs. This can help to increase productivity by streamlining processes and reducing the time it takes to complete tasks.

03

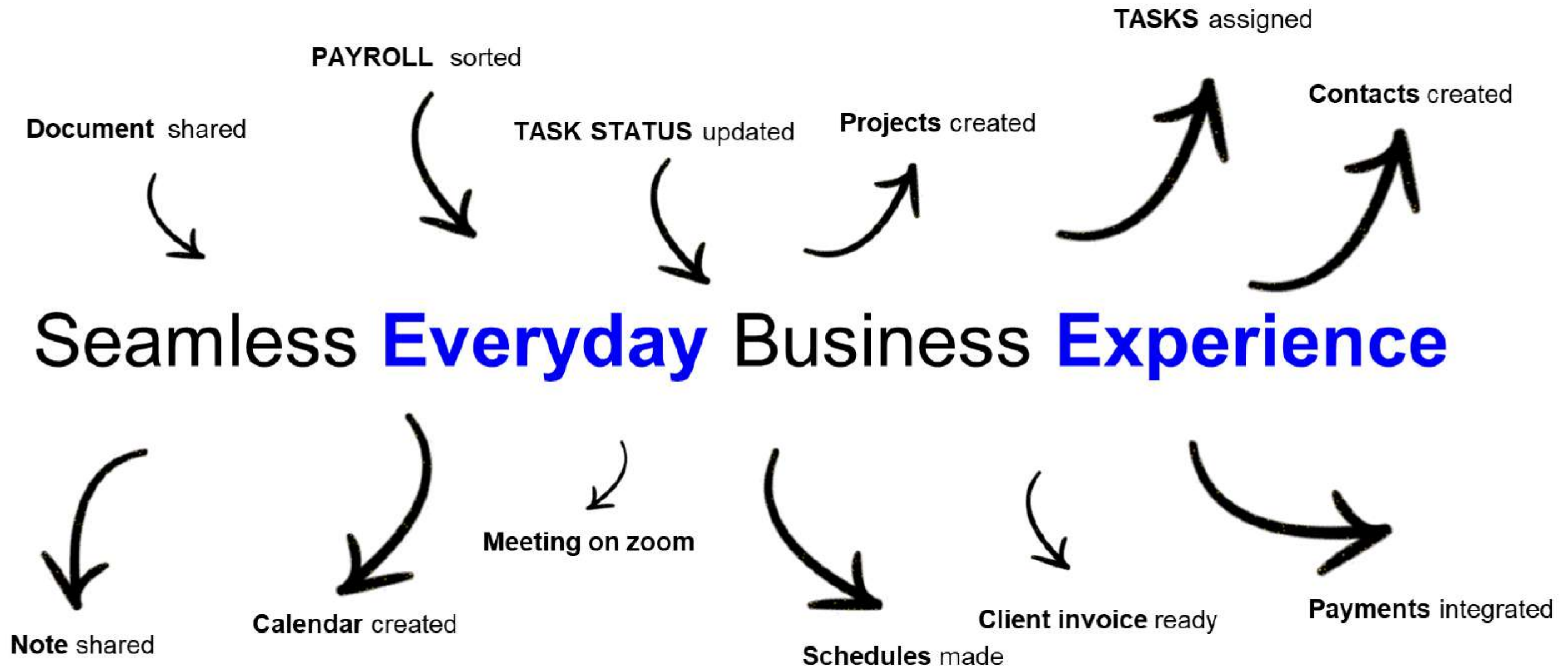
Analytics and reporting

Officio provides analytics and reporting features that help businesses to track their productivity and identify areas for improvement. This can help to increase productivity by allowing businesses to make data-driven decisions and optimize their workflows.

officio.work Offerings

One platform. Endless productivity.

Officio.work helps you manage your tasks, schedule meetings, and collaborate with your team, all in one place. Say goodbye to productivity-killing distractions and hello to a streamlined workday.



Global Platform



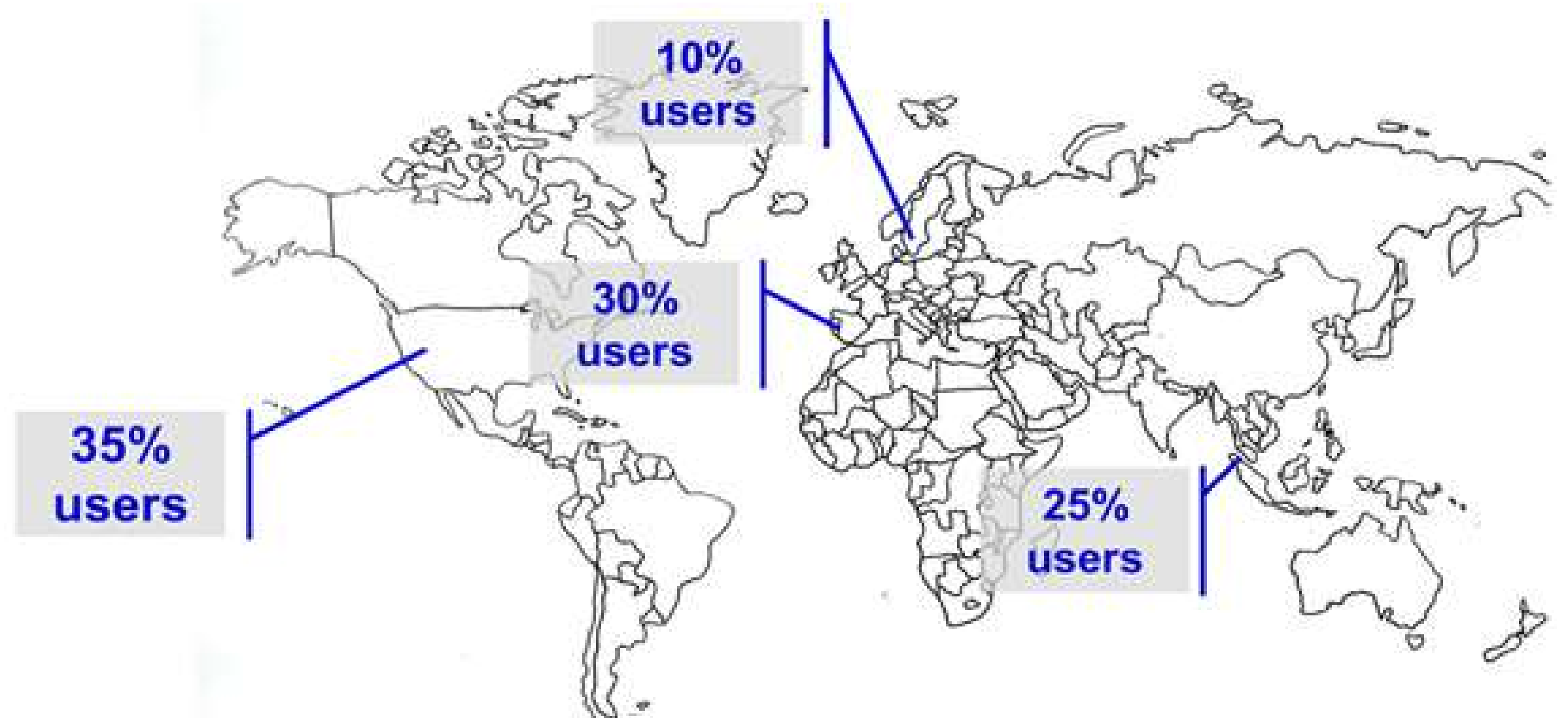
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500 Businesses Registered

From May 2021 - December 2022

Our ultimate goal is to enhance the global digital business ecosystem by promoting smarter, more efficient, and better-connected workforces, in a single platform.



Officio.work is managed by The Digital Workplace Pte Ltd
Contact us at maslinda@officio.work for enquiries



The LEAP4SME is a series of high-impact programs that focus on nurturing future leaders, providing individuals and businesses with the necessary skills and knowledge to excel in today's fast-paced and complex business environment.

Through its innovative approach, LEAP4SME aims to develop effective leaders who can drive growth and success in their organizations.

LEAP4SME is holistically designed to drive transformational change and take you to the next level.

Core Programs

For Business

- Business Optimization
- Strategic Visioning
- Revenue Operations Enablement
- SPEED (Solving Problems, Effectively, Efficiently & Decisively)
- SCORE (Serving Customers Objectively, Responsively & Empathically)
- 8 Dimensions of Work-Life Integration®

For Individual

- Sustainable Career Management
- Executive Career Conversations
- Career Comeback Program
- Leadership Accelerator Program
- 8 Dimensions of Work-Life Integration®

Thank You

Successful meetings drive productivity

Effective meetings are critical to achieving business goals, as they allow team members to collaborate, share ideas, and make decisions. However, many meetings are often unproductive and can waste valuable time. This ebook provides practical tips and strategies to help you run effective meetings that drive results and maximize productivity.

To get the most out of this guidebook, we encourage you to put the strategies and tips into practice in your own meetings. By implementing these techniques, you can expect to see improved collaboration, increased productivity, and better outcomes from meetings.

Remember, running effective meetings is a skill that can be learned and improved upon over time. So, take the first step towards more productive and successful meetings by using the strategies included in this guidebook.

