

# Inside the hidden \$30 million cost of today's meeting culture.

According to a recent study by Bain & Company, today's senior executives devote more than two days every week to meetings. How much productivity — company-wide — could be regained by eliminating just one of those meetings?

To find out, they analyzed meeting data from a real company, looking for activity related to their weekly executive committee meeting. Here's how quickly things spiraled out of control.

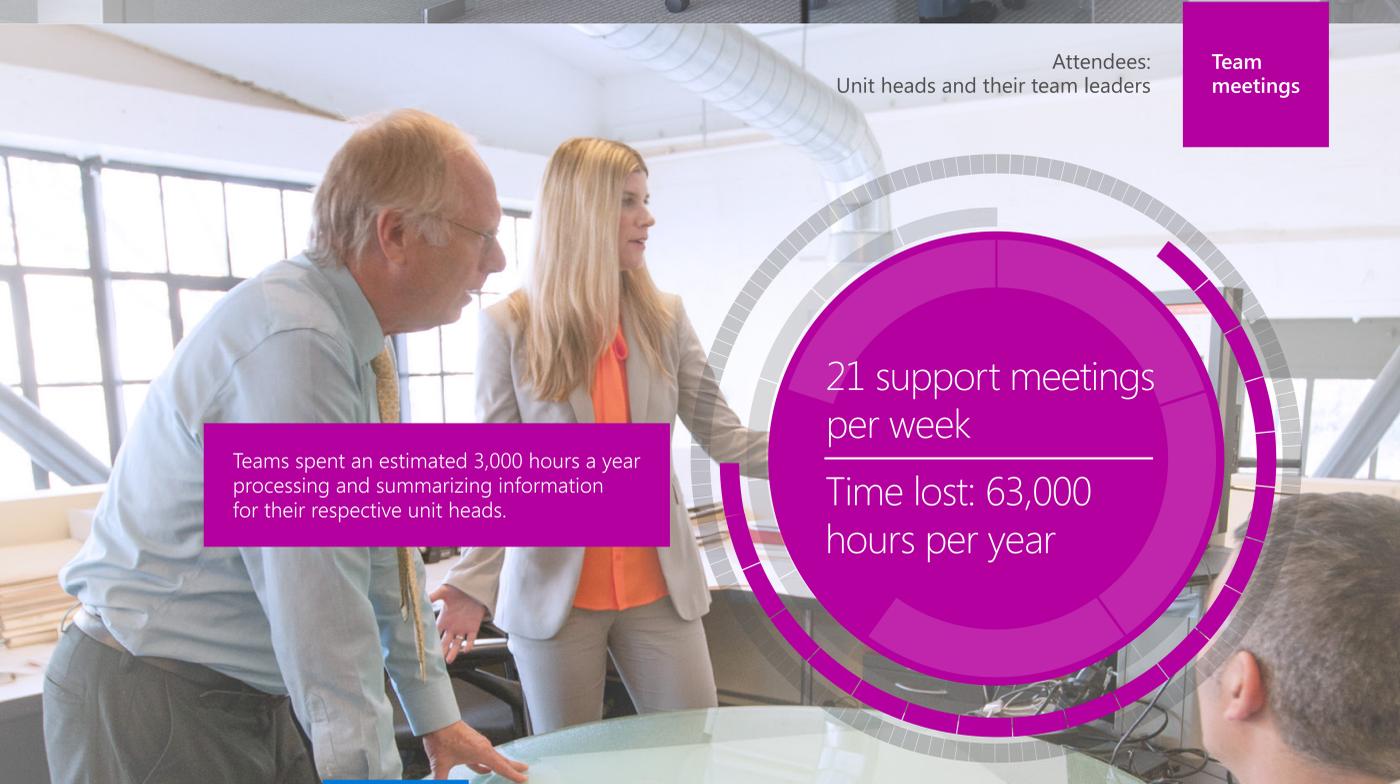


## Preparatory meetings

Attendees: Team leaders and their teams



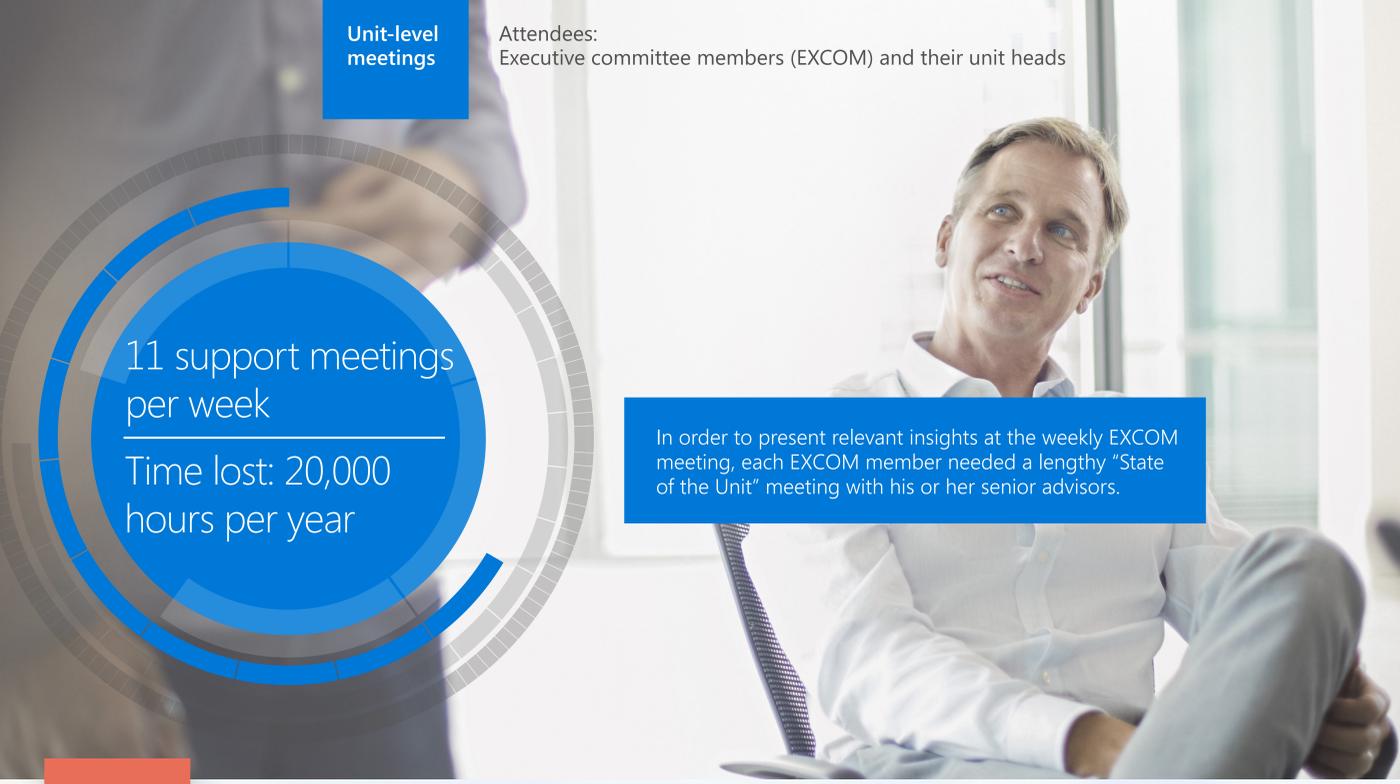
Analysis showed that 140 meetings were held to brief team leaders each year. Employees spent more than 1,500 hours per year supporting these meetings.



Attendees: Unit heads and their team leaders

## Team meetings

Teams spent an estimated 3,000 hours a year processing and summarizing information for their respective unit heads.



## Unit-level meetings

Attendees: Executive committee members (EXCOM) and their unit heads



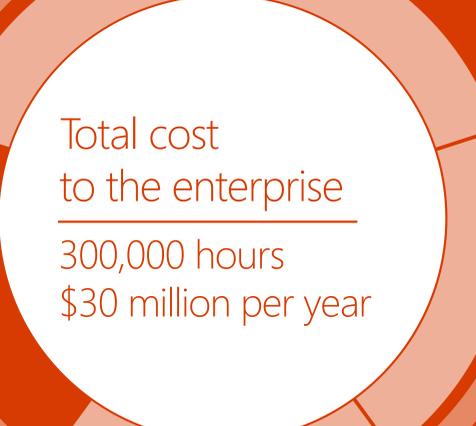
In order to present relevant insights at the weekly EXCOM meeting, each EXCOM member needed a lengthy "State of the Unit" meeting with his or her senior advisors.

## The weekly executive meetings

Attendees: EXCOM members



Every week, the executive committee meeting consumed nearly 135 hours of senior staff and EXCOM member time. Because their time is so valuable, spending it wisely is more than just a best practice. It's critical.



## How can you change your business meeting culture?

Learn how Microsoft Workplace Analytics gives you the insights you need to identify and eliminate wasteful meetings and protect your company's most precious resource — time — using the rich Office 365 data your enterprise already has.

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