

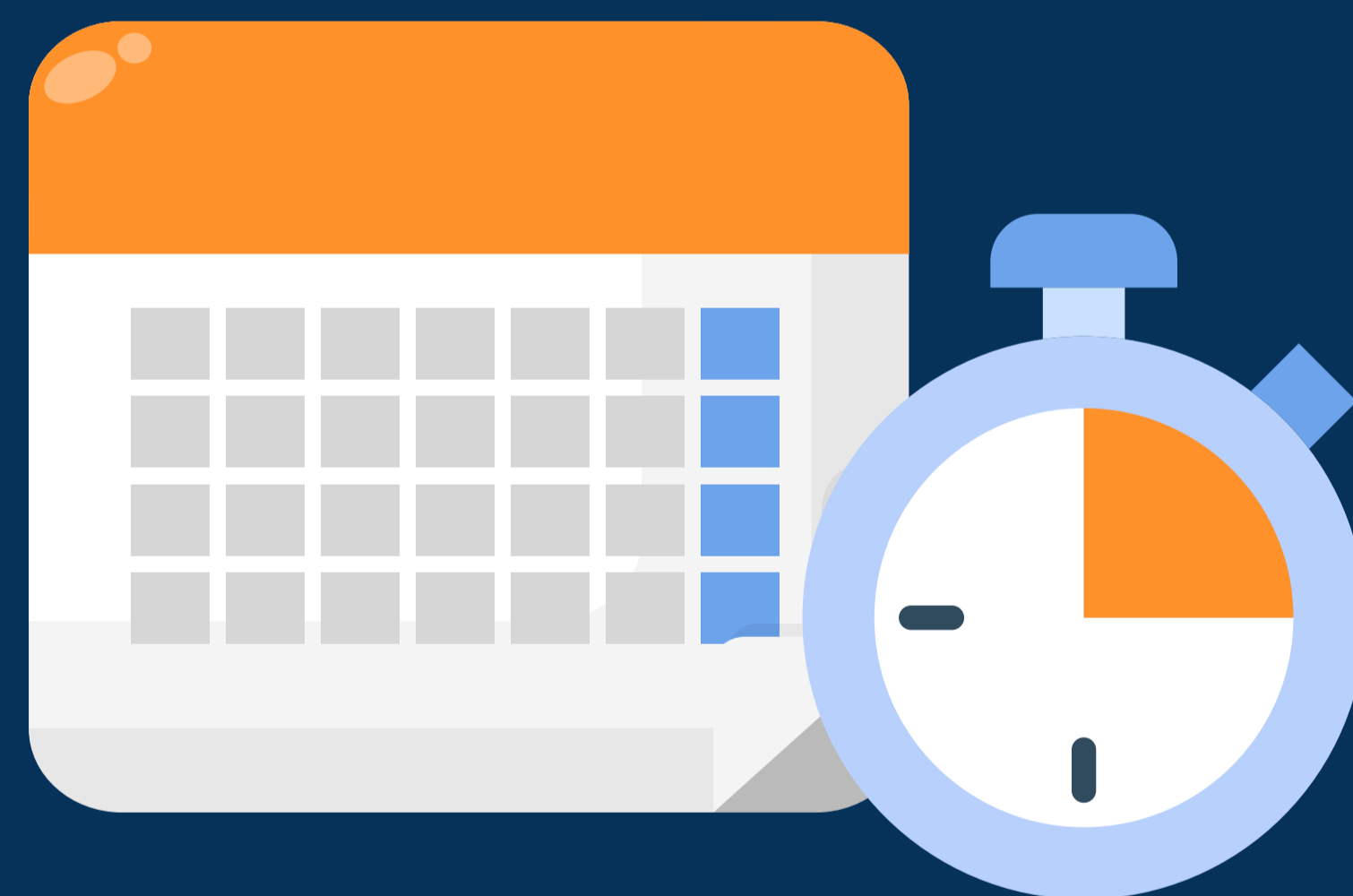
Optimize Your Meeting PRODUCTIVITY



Surveys show meetings waste more time than any other business activity.



The average employee spends 4.5 hours per week in meetings.



Excessive numbers of meetings can affect staff morale.



Meetings should be action-oriented with an agenda in place.

Meetings should have a deliberate and meaningful purpose.

