

Is this meeting necessary?



Decline any meeting that has
no clear purpose or outcome!

Join the Meeting Makeover Challenge and win prizes!
Visit our SharePoint page to learn more and get practical tools!

Time Well Spent – Fewer meetings, better outcomes

Is this meeting necessary?



Our survey showed we lose, on average, 32 days a year in unnecessary meetings!

Are you losing 32 days a year in unnecessary meetings?



Fewer meetings,
more productivity.



Ensure meetings
have a clear purpose.



Feel empowered
to decline.

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Is this meeting necessary?

5 key points to reflect on when managing your workload:



Respect time

Your time is valuable. Make every meeting count.



Preparedness

No clear outcomes, no attendance. Empower your choice.



Active engagement

Collaboration, not just conversation.



Trust and empowerment

Clear outcomes, accountable actions.



Ownership and efficiency

We trust you to decide when a meeting is needed.

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Our new ways of working

Time Well Spent aligns with our new ways of working, aiming to empower you to effectively manage your workload.



**We start with
the customer.**



**We make
and keep
our promises**



**We help and
trust each other
to succeed**



**We succeed by
being focused**



**We work together
as one team**

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Meeting Makeover Challenge!

We're looking for innovative ideas and real success stories on how you've reduced unnecessary meetings or significantly improved meeting productivity.



Show us how you've reclaimed valuable time and improved your team's effectiveness!

Prize categories and prizes:



Best meeting saver: Highest amount of documented meeting time saved.



Most creative solution: The most innovative approach to reduce unnecessary meetings.



Efficiency champion: Consistent use of effective and clear outcomes.



Extra day of annual leave



Gift vouchers



Brand new iPad

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Submit your entry via the Meeting Makeover SharePoint page



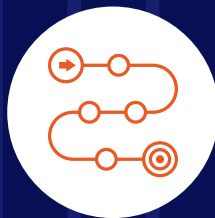
The OPPT pillars of a high-performance meeting

Roof = High-impact outcomes



Outcome

What outcome must this meeting produce?



Process

What steps will logically and efficiently get us there?



Participation

Who needs to contribute - and how - at every stage?



Time

How much time is this worth - and how will we use it?

Foundation = Conditions for success



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