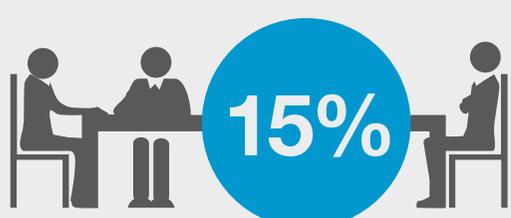


# MAKING MEETING MAGIC



## Tips for Successful Meetings with Remote Workers



15% of an organization's collective time is spent in meetings—a percentage that has increased every year since 2008.

In a survey, 34% of business leaders said more than half their company's full-time workforce would be working remotely by 2020.



So how can you make business meetings effective?

### GET THE RIGHT PEOPLE ON THE CALL

If you aren't sure if a person should attend, simply call and ask!

Common mistakes of meeting leaders:

**14%**

INVITED PEOPLE WHO DID NOT NEED TO ATTEND

### KEEP AGENDAS SHORT

If you pack too much into a meeting, you can lose the attention of attendees.

**30%**

SET NO CLEAR PURPOSE OR AGENDA

**9 OUT OF 10**  
people daydream in meetings



**63%**

OF MEETINGS ARE CONDUCTED WITHOUT A PLANNED AGENDA

### GET EVERYONE TALKING

Ask questions, solicit opinions and require participation.

### GET FEEDBACK

Follow up afterwards with attendees who seemed disengaged.

### COMMUNICATE MEETING GOALS

Create and share your agenda, then track it in real-time during the meeting with [ShoreTel Connect's](#) meeting technology.

### USE A PHONE SYSTEM WITH EFFECTIVE MEETING TECHNOLOGY

Join a meeting from nearly any device, anywhere you are.

Meeting technology should include:



DESKTOP SHARING



WEB CO-BROWSING



INSTANT MESSAGING



PASS CONTROL

### SCHEDULE SMARTER

Use remote calendars and scheduling tools to avoid "stacking meetings," which can lead to lost attention at a meeting.

PEOPLE SPEND ALMOST **FOUR FULL DAYS** PER YEAR COORDINATING APPOINTMENTS



**31 HOURS** ARE SPENT IN UNPRODUCTIVE MEETINGS EACH MONTH

To learn how [ShoreTel Connect](#) can help improve your meetings, download the ebook:

9 Tips for Running a Successful Meeting with Remote Workers

Plus, visit [xtelesis.com](http://xtelesis.com) or call 888.340.9835.



Sources:

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