



elusive

The High Productivity Meeting

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Motivate
positive
change!

Engage:
WADE Pte Ltd
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timwade.com



WADE Events WE SPEAK

We deliver event keynotes, conduct training programs and facilitate engaging workshops to help your leaders and staff further improve motivation and creativity, lead and embrace change, and deliver positive business results. Want a Mindset of Victory? www.timwade.com



WADE Studios WE VIDEO

We make videos for your Corporate Comms, Staff Training, LMS, Intranet and websites that help managers and leaders to cascade consistent messages, facilitate staff trainings, and drive key themes across the business. Want an awesome video? www.wade-studios.com



WADE Adventures WE TRAVEL

We take you and your team on strategic retreats or incentive experiences that combine world wonders, leadership sessions, social action and a fantastic vacation that drives performance, morale, learning, connection and retention. Want to swim with blue whales? www.wade-adventures.com



WADE Foundation WE GIVE

We choose to help initiatives and charities around the world each time we are engaged by our clients. Thanks for helping us motivate even more positive change (even though you didn't know we were doing it). Want to see what we've been up to? www.wade-foundation.org



Events in:



TIMWADE.com



**What
are your
Top 3 reasons why
meetings are unproductive?**

tim@timwade.com



Solution Storming Session



Is a meeting necessary?



Is a meeting necessary?



**Would skipping this meeting
impede our ability to deliver value?**

**Could it be a Zoom or Basecamp
meeting instead?**



Start a Meeting

Start or join a video meeting on the go



Join a Meeting

Basecamp

Home Latest activity Pings Hey! Campfires Reports Find...

Jump to a team or project...

Basecamp



Basecamp HQ

Announcements, notes, stuff everyone needs to know, those sort...



My Stuff

- [My Assignments](#) 4
- [My Bookmarks](#) 2
- [My Drafts](#)

Teams

Customer Service



Marketing

Ad campaigns, newsletters, apparel, and everything marketing!



Ops



BC3: iOS



Chicago



Designers



JFDHRS

Product strategy behind the scenes.



New Team



If we have to have the meeting, can we do it in a room with no chairs?



Can we invite fewer people? How few?



Avg salary \$100k

+ 30% oncosts = \$130k

Avg days worked per year 221

Avg hours worked per day 6.33

Cost pp per hour \$93

Cost per 12 person meeting \$1115

What's the purpose of this meeting?



Pick one of the following, and you can only pick one. If it's more than one, skip the meeting.

- **Inform people about the project**
- **Learn opinions or facts that will help you ship**
- **Discuss the project and gain input from interested parties**
- **Pitch or approve the idea**

For updates you could a tool like Slack



For updates you could a tool like Slack



Problem: **Disorganised**

Solution:

The Action Agenda

- **actions not topics**
- **specific inputs required from whom**
- **flag discussion items or brainstorm items**
- **mark decision items**



Problem:

Structure



Solution:

- 1 page dashboard to review numbers
- Move admin items to before the meeting and get it done in 1-2 minutes
- Move financial discussion to end of the meeting
- Fewer slides. More discussion.
- Require SMExperts from team to attend parts
- Deep dive into one topic per board meeting
- Board members to do work - list of asks each time

Problem: **Too Lengthy**



Solution:

Create a Culture of Sticking to the Action Agenda

- **ruthless timekeeping - appoint someone**
- **lead by example - on time starts**
- **if you finish early, avoid Parkinson's Law**

Problem: **Scheduling**



Solution:

Board meetings: by July for next year, max 3hr, lunch/dinner prior

Others: use tools like Doodle



Doodle



Planning AM to PM Module 1: Six Sessions with

Tim Wade Tim Wade

Latest activity 7 weeks ago

Poll closed

Tim Wade picked these dates:

[Add all to calendar](#)

You and 7 others

BOL3 Core Group Meeting: 10 or 11 Sept? Tim Wade

● Latest activity 12 weeks ago

Poll closed

Tim Wade picked this date:

[Add to calendar](#)

You and 6 others

1

BOL3 Core Group Meeting take 2 Tim Wade

● Latest activity 12 weeks ago

Poll closed

Tim Wade picked no options.

[Agree on a date →](#)

Pick a few dates, invite people to vote, and find a date that works for everyone.

[Make a choice →](#)

Make a list of text options and let people vote. You can use this poll to vote on anything!

Problem:

Non-Attendance



Solution:

Clarity, Consequences and Culture

- **Fun**
 - **Rotary: Sergeant at Arms**
 - **Stickk**
- **Serious**
 - **Have the Conversation**
 - **Missing board meetings: remove them**
- **Other**
 - **use alternatives like video calls**



Problem: **Unprepared**

Solution:

Create a Board book

- **contains dashboard or data**
- **updates and key issues**
- **action agenda and key items to discuss, decide, and pre-work required**
- **distribute 3-4 days prior**
- **what to do if it's unread?**



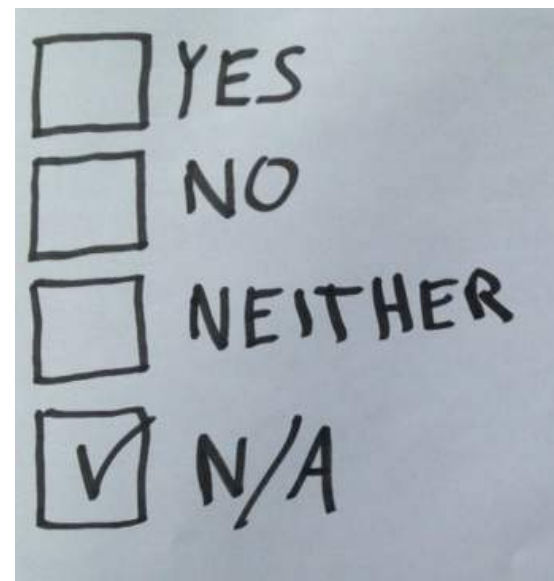
Problem:

No Decision

Solution:

Prep for your decision making method

- “Autocratic” – The team leader makes the decision without soliciting input.
- “Democratic” – The group reaches a decision by taking a vote.
- “Participative” – The leader requests input and incorporates this information in the decision-making process.
- “Expert” – The team delegates the decision to an expert or subgroup of experts.
- “Averaging” – The team makes a compromise decision by using parts of different proposals to create a new proposal or by using a numerical average.
- “The Plop” – The group discusses an issue but leaves it unresolved.
- “Consensus” – Team members use an interactive process of sharing information and reaching a decision people can abide by even if they don’t agree on every point.



Problem:

Non-Engagement



Solution:

- 1. People haven't prepared - have pre-meetings**
- 2. Avoid conference calls - instead use tools like Zoom**
- 3. People are "multitasking" - set some ground rules**

After we're finished, how will we know if the meeting was a success?



Share insights and commitments



52 Productivity Tips

from Tim Wade's Time Mastery Program

GOALS

Productivity Tip 1:

Write down your goals, outcome measures, specific tasks & deadlines. Writing them down is the key.

Productivity Tip 2:

Games have a vision, goal, purpose, rules, execution plan, reward and conclusion. Is your life missing these elements? Establish your rules.

Productivity Tip 3:

Stop. Align your activities and actions with YOUR current top 5 life priorities. Eliminate irrelevant actions. Start.

Productivity Tip 5:

Skip stuff that isn't important. Tip 4 wasn't important so we skipped it.

Productivity Tip 6:

Productivity increases if you know exactly what to do now and what can be delayed. Get clarity on your purpose.

Productivity Tip 7:

checkpoint: VISION: where are you going? MISSION: how are you going there? PURPOSE: why are you going there? Write.

Productivity Tip 8:

Make your next 90-day goals specific and clearly identifiable. Target accomplishment over mere activity.

MEASURES

Productivity Tip 22:

Measure your progress. By quantity, quality or time. Measures enable improved decisions to maintain goalward direction.

Productivity Tip 23:

Set regular checkpoints: Review What You Do. Change what doesn't work first, THEN improve what does. Journal insights.

Productivity Tip 25:

If a repeated task has several distinct parts, time yourself for each part. Comparatively, which can you improve?

Productivity Tip 26:

Use the stopwatch in your phone or iPod, or buy one. Time the various things you do. Journal & respond to the results.



TIME

Productivity Tip 9:

The work always expands to fill the time available. So give yourself less time for each piece you wish to complete.

Productivity Tip 10:

Allow twice as long to do a task as you initially estimate. Completion builds momentum, incompleteness builds ToDo lists.

Productivity Tip 11:

Book regular times in your calendar for tasks to be COMPLETED. This appointment is with you and your task.

Productivity Tip 12:

Use 1st 90mins of day on most important, hardest or most put off item on your "Too Due" list. <http://www.jtxdfr.com>

Productivity Tip 13:

Set a timer for 12 minutes & begin your task. Journal the result, any distraction and any emotion.

Productivity Tip 14:

Email is a deferrable workload. Don't make it immediate. Check email only 3 times a day. Keep replies short. Else call.

Productivity Tip 15:

Don't defer a phone call to voicemail if you can take it. To listen to it and then call back doubles the call length.

Productivity Tip 16:

Schedule time offline. Isolate work you can complete offline and go "disconnected" for 2 hours. Compare productivity.

PROCRASTINATION

Productivity Tip 17:

Procrastinate your procrastination. Increase self-control. Delay immediate gratification for better long term rewards.

Productivity Tip 18:

Manage your distractions. Turn off the phone, chat, alerts, even the Net if you don't need it immediately.

Productivity Tip 20:

Concentrate. Work for your outcome. If distracted activate a solution. Schedule it for later if need be. The outcome!

Productivity Tip 21:

Love games? Use them as a reward for effort complete not a procrastinator for effort next week.

STAKEHOLDERS

Productivity Tip 40:

Need more than 24hrs in a day? Buy someone else's time. You do the complex, they do easily trainable, systemized tasks.

Productivity Tip 41:

Sit with your staff for the day and help them complete tasks. Ask for feedback on how you can help them help you.

Productivity Tip 42:

Outsource work you are neither good at or don't enjoy ONLY if the saved time is used for more profitable productivity

Productivity Tip 43:

Get 2 or 3 people together & agree to POWERWORK for 24 minutes, even on different tasks. Then update, reward & repeat.

Productivity Tip 44:

Ask for help. Expand your network, include a broad range of skilled individuals.

Productivity Tip 45:

Reduce frequency or duration of meetings by 50%. Why? Most start late, expand unnecessarily, and are unprofitable.

PRESSURE

Productivity Tip 76:

Go and tell someone what you are going to get done in the next hour and ask them to hold you accountable to deliver.

Productivity Tip 77:

Commit to a giant presentation where an audience are paying to come to see you...

Productivity Tip 78:

Work on your laptop in another room without your power pack. Battery life will be your countdown timer. NB: Save often.

Productivity Tip 79:

Send out the invitations! There's nothing quite like arriving guests to ensure that delivery is complete.



EFFORT

Productivity Tip 72:

Do it... for 12 minutes. Give yourself permission to stop after 12 & remove the Prolonged Effort

Productivity Tip 73:

Be paid ONLY by results, not by time, what would you do if it wasn't important?

Productivity Tip 74:

Return for tweaking work. Stamp DRAFT at the end. Send for feedback to the client.

Productivity Tip 75:

Productivity Tip, try it. If it works for you, else try another.

DELEGATION

Productivity Tip 46:

Delegate up, down and across. UP: have manager re-prioritise conflicting task delivery dates based on estimated effort.

Productivity Tip 47:

Delegate up, down and across. DOWN: assign it. But if only you can do it, invest. Develop others to help you. Win-win.

Productivity Tip 48:

Delegate up, down and across. ACROSS: ask peers to help you complete, or to show you how to do, tasks faster.

Productivity Tip 49:

If you're delegating, help the recipient prioritise and plan their workload. Else their yes, then no, makes you slow.

Productivity Tip 50:

Understand your gift, and give it. Don't waste your gift-giving time by trying to do what others are gifted at.

Productivity Tip 51:

Encourage. Be sure to acknowledge your recognition of their internal effort and choices they made to complete tasks.

Productivity Tip 52:

Open new email msg. Review your staff's work. Dot point each TWEAK. Reorder to priority. Send.

ORGANISATION

Productivity Tip 65:

The key to going the distance is the discipline of running every day. Develop systems for prepared productive output.

Productivity Tip 66:

Prepare your environment. Working without clutter enables greater dedication of focus through minimising distractions.

Productivity Tip 67:

Divide your workday into 4 "Specialist" 90-min chunks. Then BE a Specialist: email, sales, staff time...20 chunks/week!

Productivity Tip 68:

Add 4 columns to your task list: \$ now, \$ later, fun, length of task. Rank the columns: 0-5 (a lot). Priority clear?

Productivity Tip 69:

Create a folder of templates or a document of frequently used sentences or paragraphs. Organise, cut, paste, add, send.

Productivity Tip 70:

Constant customisation is costly in time and effort. Build a reusable proposal. Market it. Then customise the bites.

Productivity Tip 71:

Have at least 2 monitors for your computer. Think Batman. 75 screens. Very productive.

CELEBRATION

Productivity Tip 92:

You've high standards for yourself, good. But balance self-criticism. Celebrate YOUR wins MORE. Practice thanking YOU.



"Excellence is an art won by training and habituation. We do not act rightly because we have virtue or excellence, but we rather have those because we have acted rightly. We are what we repeatedly do. Excellence, then, is not an act but a habit." Aristotle

get slides, resources, survey
results and more at

tim.sg



YES
WE CAN

