

KRUBB OCH KLOKHET:

Möteskaos och Fikafnurror

OH MY MORRIS

FACILITATOR: HELENA THOMSON

Helena Thomson

Grundare Oh My Morris.

Bakgrund: Chef, Strateg, Affärsområdesansvarig, Ledningsgrupp, Projektledning, Kundansvarig.

Vad jag gör: Samarbetscoach som utbildar, faciliterar och konsultar.

Min superkraft är: Att kombinera olika metoder och tankesätt för att hitta snabbare, mer kreativa sätt för team att lösa stora problem, sätta/definiera mål och strategier, komma på idéer m.m.









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THE RESEARCH

HARWARD BUSINESS REVIEW

Here are some stats from Harvard Business Review that tell you exactly how much your meetings suck:

- Senior leaders spend up to 23 hours/week in meetings
- 90% admit to daydreaming in meetings
- 73% admit to using meetings to do other work
- 79% of meeting leaders said that the meetings they initiated were extremely productive
- 56% said the same about the meetings they attended!

Most employees find at least some of our meetings to be boring, draining, and a waste of our time.

JIAJIN TONG OF PEKING UNIVERSITY

In a study with Jiajin Tong of Peking University, they found that the attendees who are the most active are the ones who feel that meetings are the most effective and satisfying. And who typically talks the most? The leader.

GOLDEN STEPS

The average meeting lasts 31 to 60 minutes, but studies show that the optimal meeting length is actually 15 to 20 minutes. Despite this, 73% of meetings still last longer than 30 minutes.

MICROSOFT

People report that the number one productivity disruptor is inefficient meetings, followed closely by having too many meetings at number three.

- 58% say it’s difficult to brainstorm in a virtual meeting
- 57% report difficulties in catching up if they joined a meeting late
- 55% say that next steps at the end of a meeting are unclear
- 56% have difficulty summarising what the meeting was about

Since February 2020, people are in 3 times more Microsoft Teams meetings and calls per week at work, a whopping 192% increase.

THE RESEARCH

DAVID GRADY AND JASON FRIED

- Organizations hold more than 3 billion meetings each year.
- Executives spend 50-60% of their working hours — or 23 hours per week — in meetings.
- 90% of meeting attendees admit to daydreaming in them.
- 73% acknowledge they do other work during meetings.
- 25% of meetings are spent discussing irrelevant issues.

BAIN & COMPANY

A study by Bain & Company found that 15% of an organization's collective time is spent in meetings, and 50% of those meetings are deemed unnecessary. This means that organizations are wasting a significant amount of time and resources on meetings that don't contribute to the bottom line.

SALARY.COM

According to a survey by Salary.com, 47% of employees consider meetings to be the biggest waste of time at work. In addition, 39% of employees admitted to dozing off during a meeting, and 91% admitted to daydreaming.

HARVARD BUSINESS REVIEW

According to a survey by Harvard Business Review, only 17% of executives believe their meetings are productive and valuable. This is largely due to poor planning and lack of preparation. In fact, 63% of meetings don't have a set agenda, and 37% don't have any agenda at all.



Har jag din uppmärksamhet?



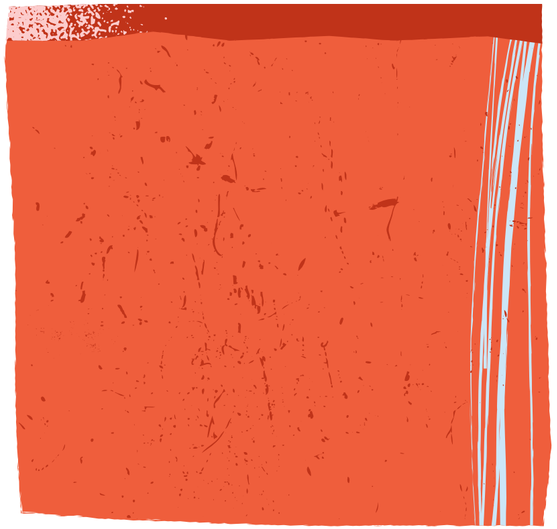
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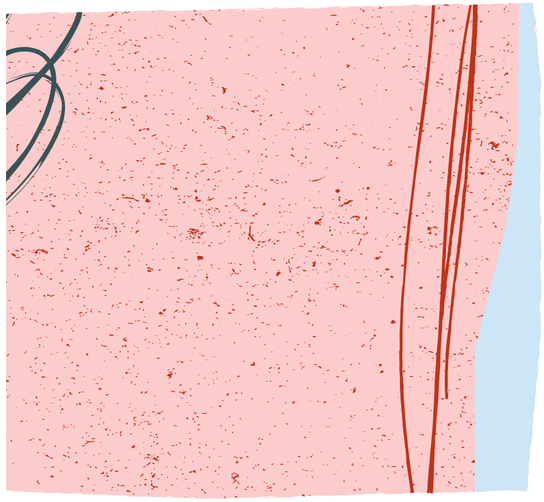
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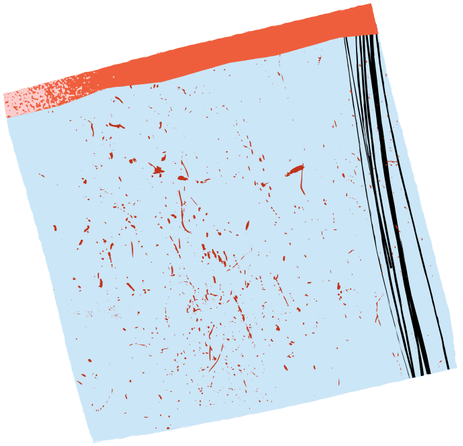
Dåliga möten kostar. Mer än du tror.

OK. Vi vet att möten suger. Men vad blir notan?









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A GAZILLION MEETING STATISTICS



- The average employee attends 62 meetings a month
- Meetings take up 15% of an organization's collective time
- Executives spend an average of 23 hours a week in meetings
- 71% of senior managers believe meetings are unproductive and inefficient
- Only 50% of employees feel their ideas are heard during meetings
- Over 60% of employees multitask during virtual meetings
- An estimated 50% of meeting time is spent on irrelevant topics
- Female employees are interrupted more often than male employees during meetings
- Employees who sit closer to the meeting leader speak more often than those who sit further away
- The average cost per hour for a meeting room is 500-1000 SEK
- The average cost per attendee for a meeting is between 2000-4000 SEK per day
- Companies with around 40 employees waste an average of 3,6 million SEK per year on unproductive meetings
- Organizations with over 100 employees waste an average of 9 million SEK per year on unproductive meetings
- Only 37% of organizations track the productivity and effectiveness of their meetings
- Meetings scheduled in the afternoon tend to be less productive than those scheduled in the morning
- More than half of all attendees say they need to attend fewer or shorter meetings to get work done

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A GAZILLION MEETING STATISTICS



- Employees spend an average of four hours preparing for status update meetings each week
- Only one-third of all surveyed workers said their companies had rules about tech use during face-to-face company gatherings.
- Nearly half (47%) of workers said they've attended a meeting that was so long it made them fall asleep.
- About two-thirds (67%) admitted to doing other work while attending a video conference.
- Approximately three-quarters (74%) said they've been distracted by someone else's screen during a video conference.
- The majority (86%) believed that technology has improved communication within teams, including remote colleagues.
- A survey showed that nearly half (49%) felt they would be more productive if they didn't have to attend as many company-wide gatherings.
- Most respondents (56%) think it's harder to stay engaged when attending online events compared to in-person ones.
- A study found that people who frequently attend lengthy business gatherings were more likely to suffer from depression and anxiety symptoms.
- One survey found that only around one-quarter (28%) thought most business gatherings were productive.
- Studies have shown that asking everyone at a gathering if they agree with something before taking action can lead to better decision-making outcomes.
- An analysis showed that workplaces using video conferencing can save up to $11 million annually on travel costs alone.
- A study found that having too many people involved in decision-making at once can slow down the process and reduce efficacy by nearly one-third.

Varför är det så svårt?

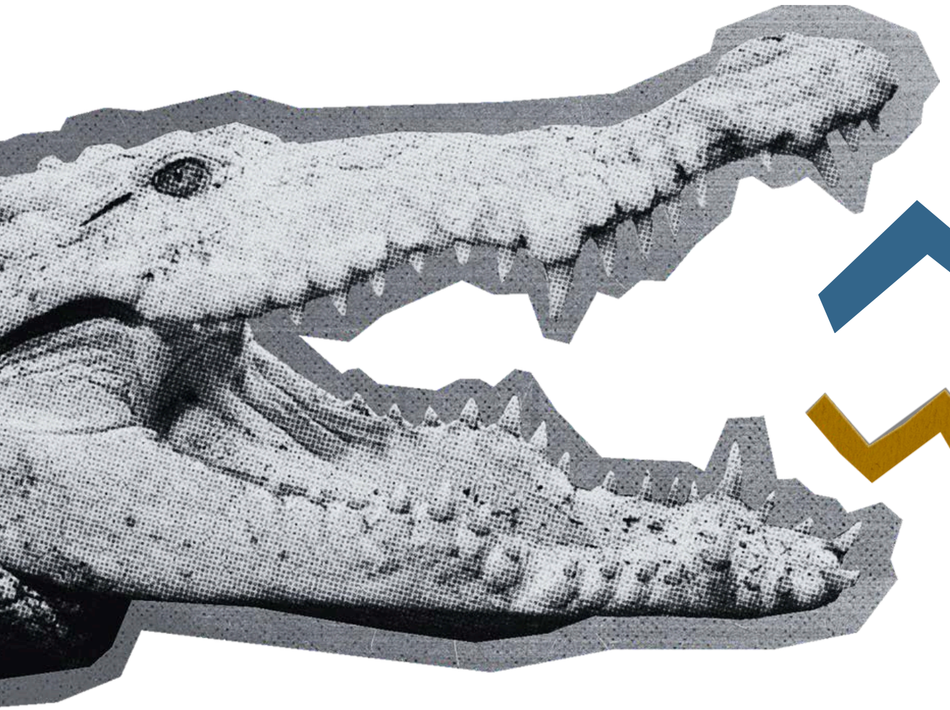
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Genomförare

- Tonvikt på resultat
- Ser det stora perspektivet
- Rak

Inspiratörer

- Tonvikt på att påverka
- Utåtriktad
- Kreativ

Analytiker

- Tonvikt på kvalitet
- Faktabaserad
- Detaljinriktad

Lagspelare

- Tonvikt på samarbete
- Lagspelare
- God lyssnare

Sändare och mottagare...



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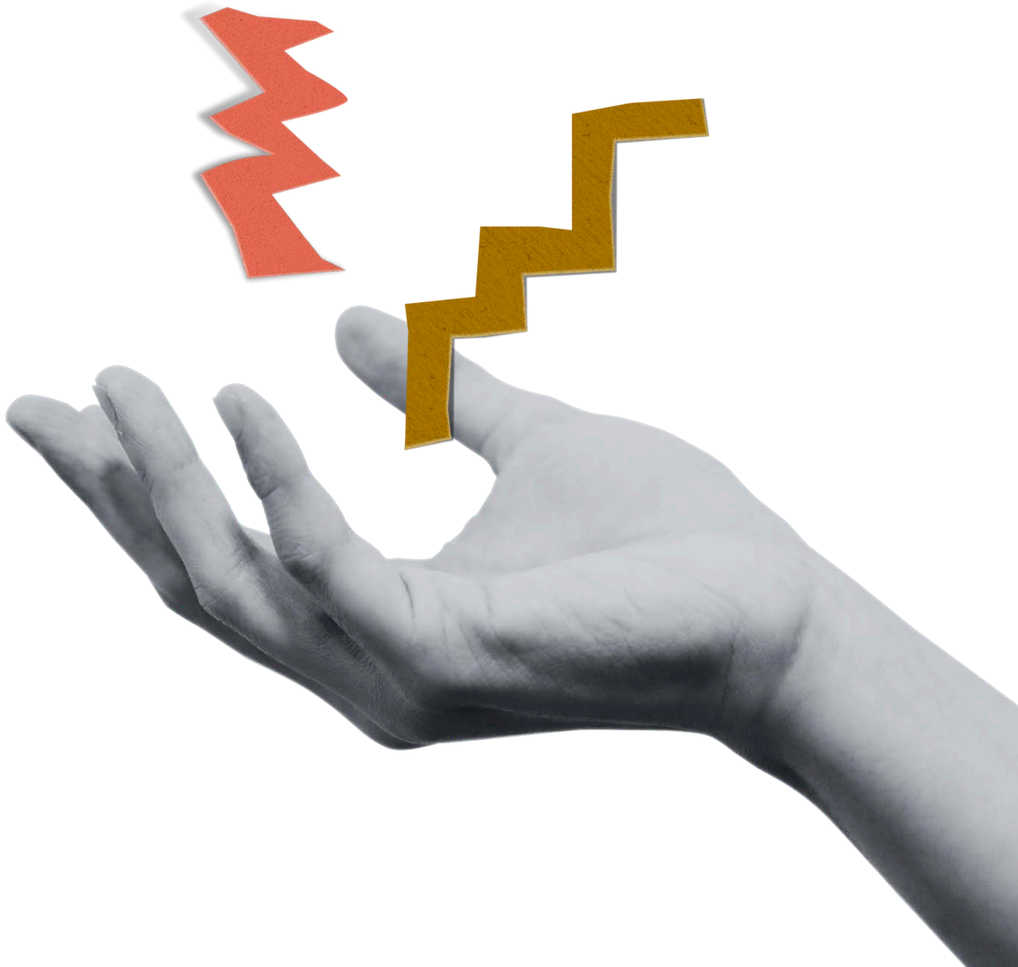
Lågt hängande frukt

Börja med att justera det som ger störst effekt på kortast tid och med lägst insats.



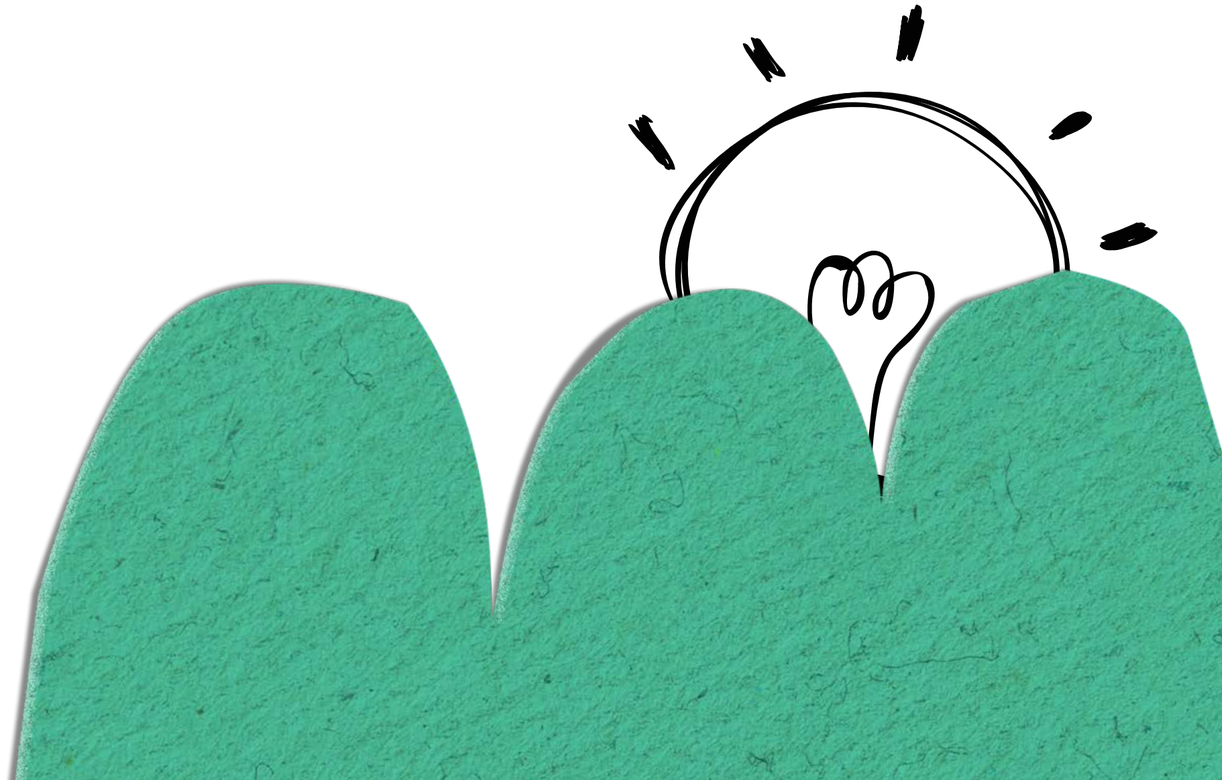
När skaver det?

Skav uppstår när vi möts eller ska jobba tillsammans. När vi som grupp ska lösa problem, skapa något, göra planer, ta beslut, komma överens och/eller sätta mål.



Ditt senaste möte

- Vad handlade det om?
- Vad uppnådde ni?
- Har du tydliga action points från mötet?
- Deltog samtliga aktivt?



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Målet

Vi vill eliminera dåliga, ineffektiva möten.



Vi vill ha engagemang, idéer och aktivt deltagande.

Inte bara närvaro.

Varför spårar möten lätt ur?

Vi har etablerat att möten är dåliga genom att titta på statistik. Men VARFÖR är de dåliga och VAD kan du göra åt det?



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1 ÖKANDE KOMPLEXITET

Det vi ska lösa som team blir allt mer komplext.
Men vi fortsätter använda gamla verktyg för att lösa nya problem.





Möte

Ett forum för diskussion och

för att dela information.



Workshop eller Sprint

Ett redskap för att nå resultat.

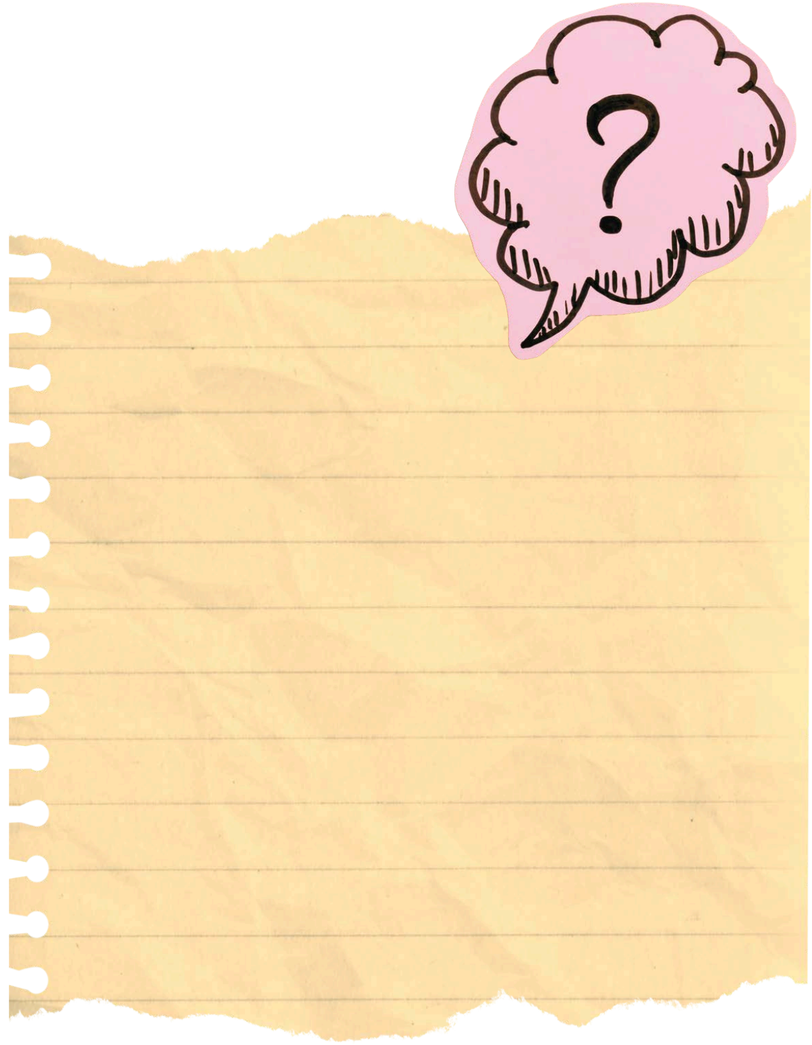
Ett effektivt sätt att lösa problem och generera idéer.

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2 INGEN TYDLIG AGENDA

Ett möte utan agenda är dömt att spåra,
tappa riktning och slösa värdefull tid.



3 MÖTES-OVERLOAD

För många möten kan skapa stress, utbrändhet och minskad produktivitet.



4 TIDSMÄSSIG TURBULENS

Att inte sluta ett möte i tid eller att inte ha tillräckligt mycket tid för det man har på agendan kan leda till stress och frustration.



5 BRISTANDE ENGAGEMANG

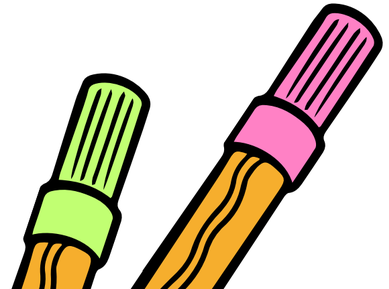
Om dina möten domineras av en eller två röster så kan deltagare uppleva att de inte blir hörda och tappa sitt engagemang.



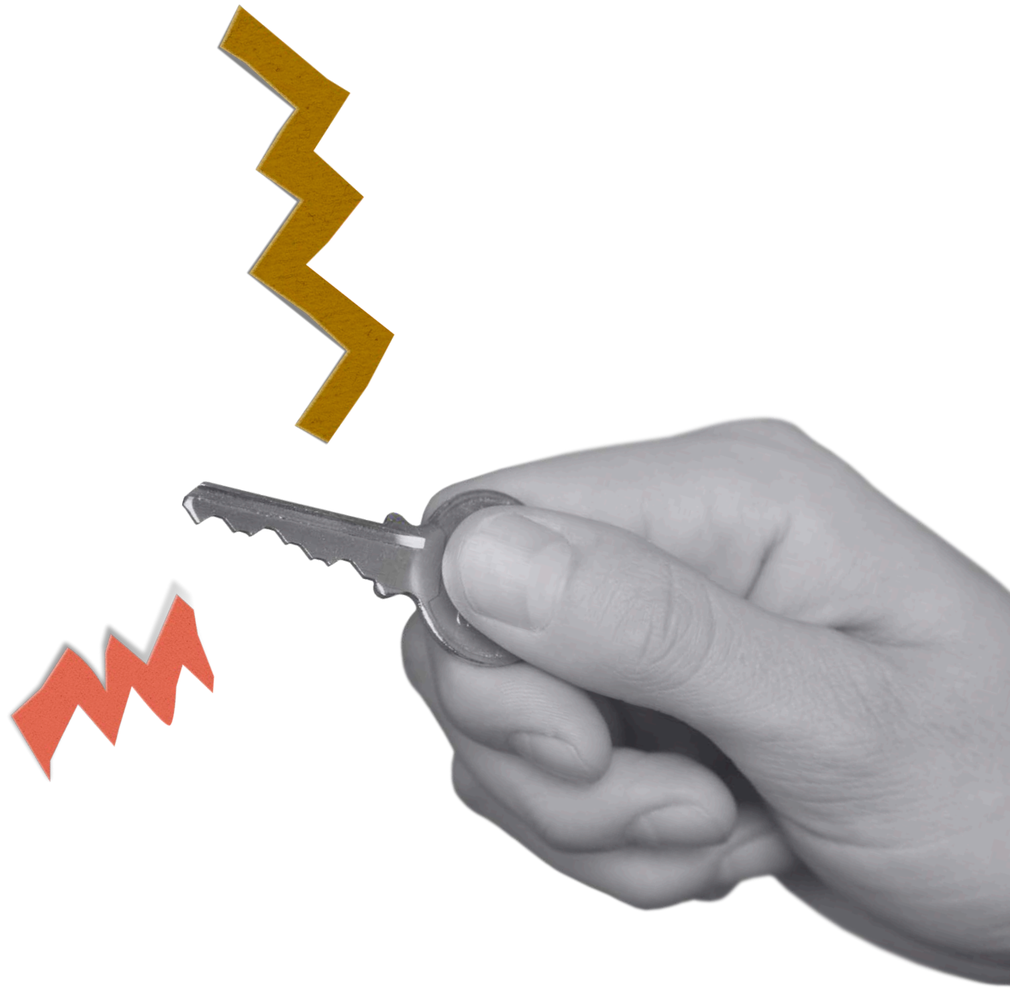
6 OTYDLIGA ACTIONS

Ett möte eller en workshop ska resultera i tydliga actions och beslut. Det ska också vara tydligt vem som ansvarar för vad, annars finns det risk att man missar deadlines och att allt stannar av.





7 PROBLEMET MED PROBLEMET ÄR INTE PROBLEMET



Att inte vara överens om vilket problem man ska fokusera på eller vilken aspekt av ett problem är… ett problem.

Att fokusera för mycket på ett problem kan också skapa låsningar och leda till negativt tänkande.



Nästa steg

Nästa steg är att göra!

Du har verktygen för att eliminera de största och vanligaste problemen och förbättra dina möten.

