



CONTROL YOUR TIME



Cut each meeting down by 17% - **change default settings**

- › 1 hour meetings cut to 50 minutes
- › 30 minute meetings cut to 25 minutes



Show up on time, **start on time and end on time**, 80% of the time



The last 5 business days of the quarter, only book or accept meetings that are essential to pertinent end dates for your organization



Analyze & adjust participation

- › **Turn on O365 meeting analytics** (if available) - use this data to analyze and adjust how to efficiently use participant's and personal time
- › Use the Pareto Principle: **80/20 Rule - say no when requests don't fit your priorities**
- › Know what you have to offer to each meeting - **it's okay to share your information and then exit** - sometimes we just need to give our opinion or piece of expertise and don't need to participate in the entire meeting or project