



Stay on your best path: Get more done with less stress

Why do we have work meetings?

The major reasons are:

- **Work Coordination** – visioning, scoping, planning, organizing, leading and monitoring
- **Social Interaction** – team building, building mutual understanding and trust.

The following focuses on the Work Coordination aspects of meetings and work, which underpin individual and team productivity.

How work is defined and allocated

Work is done by people working together to complete tasks. Meetings bring relevant people together to develop::

- A common understanding of what is required, and
- Agreement on the actions that need to be done, when and by whom.

Agreed actions detail the work to be done by teams and individuals by when. Follow-on meetings confirm that agreed actions have been done.

Meetings can be Costly

Physical meetings interrupt work flow and take people's time away from doing work. It is unusual for the productivity achieved from the meeting to exceed the productivity lost due to the meeting.

Unfortunately most meetings fail to deliver a gain in productivity for some of the following reasons:

- The meeting agenda is unclear
- Participants are poorly prepared
- Some content is not relevant to all attendees
- Content is repeatedly discussed without agreed actions
- Problems have already been resolved or can be easily resolved outside the meeting
- Action plans and progress reports are unclear
- Participants don't record agreed actions – they just try to remember them
- Actions that are recorded are unclear
- Minutes take a long time to be provided
- Participants forget what they agreed to do or other work gets in the way
- Follow-up to ensure actions have been completed is poor

If two or more of the above apply to meetings you attend, using TASKey WorkNav will significantly improve productivity and reduce your frustration.

Meeting Management Solution

Effective meeting management requires the integration of the preparation for the meeting, coordination during the meeting, and the follow-up to ensure that agreed actions are done.

Preparation (Before) includes:

- Agenda
- Progress Reports including actions completed
- Background information on Agenda Items
- Draft Minutes

Coordination (During) includes:

- Agenda Management
- The means to create and update tasks and actions
- Lists of agreed actions that are automatically put into participant's (& others) To Do lists
- Visibility of how existing actions may be affected
- Real-time feedback on progress & actions completed

Follow-Up (After) includes:

- Monitor agreed actions for completion
- Minutes/Summary of key discussion points
- Reports to stakeholders not attending

TASKey's WorkNav Software Tool

The TASKey Method integrates the before, during, and after of meeting coordination with the work being done to significantly increase productivity. TASKey has developed a browser based software tool (called TASKey WorkNav) that manages the essential work coordination for meetings in the context of the work being done. Templates and reports simplify the meeting process.

Benefits for Work & Meeting Coordination

Key benefits are:

- Less meetings are needed
- Improved ROI – from more productive meetings
- Focus is maintained on high added value work
- Important work doesn't drop through the cracks
- All work from strategic plans to ToDo's is integrated and coordinated
- Mobile devices can provide easy access from anywhere at any time.
- Templating reduces planning time by reusing workflows and processes.
- Feedback about work already done is readily available.

Risks, user frustration and stress are all reduced, because meeting participants clearly know what they need to do.