

Scheduling Meetings



66% of people still book their meetings over email



22% of people still book their meetings over the phone

*Based on a Virtual Cabinet survey

That's a lot of time spent communicating with colleagues and clients before the meeting has even started.

Especially when...

The average employee attends around

60 meetings each month

So, what's the most effective way to schedule meetings?

Booking meetings with less hassle

1. Establish whether there has to be a meeting at all

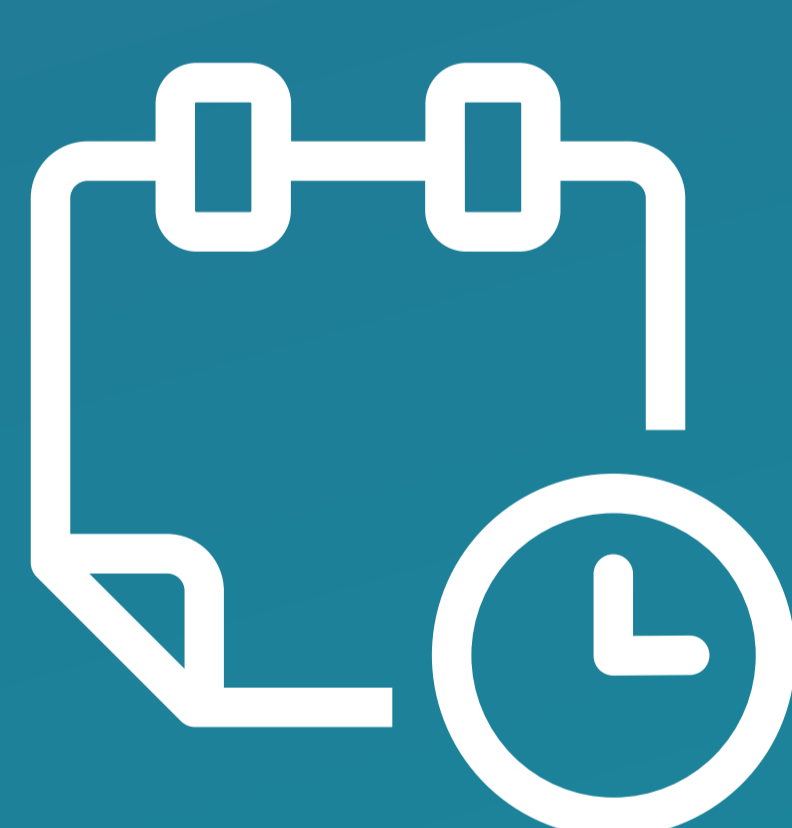
Or could it be done over email? One of the most common issues with meetings is that they don't add value – and it takes a lot of time and effort to get everyone into a room or on a call. Before booking out that slot, ask yourself whether the meeting can be avoided or if the goal can be achieved in another way.

2. Prioritise from the top

Meeting clashes aren't an anomaly. It's not always easy to get everyone in the same place at the same time. So make sure you're accommodating senior team members and their calendars, as these are usually the bottlenecks. As for your list of attendees, make sure you're only inviting those who can and will make valuable contributions.

3. Find a time slot

This is where the back and forth over email usually comes in. Start by sending out a list of a few possible meeting slots that are suitable for your priority attendees, rather than booking the meeting in outright. You can't always please everyone, but this will help you get a better idea of which time suits the majority.



Alternatively, cut out the back and forth with a meeting scheduler that handles it all for you. Share your availability with one another to find the perfect time slot.

4. Send out the invite

Whether you're using a meeting scheduling tool or simply booking a slot out in your calendars, it's the last piece of the puzzle. The most important part, though, is including an agenda. Be clear about your expectations for the meeting – will it involve a presentation? Ideation? Will they need to be prepared to take notes? By providing an agenda, you can ensure that your attendees come prepared for a productive meeting. All you need is a short list of topics that will be discussed.

5. Follow up with reminders

This is possibly the most important part, particularly where there are multiple attendees involved. Life can get busy and, as we've established, calendars get booked up pretty quickly – so it's easy for people to forget. You can schedule automatic reminders to appear at a certain time before the meeting to prompt a higher attendance rate.

Spending more time arranging the meeting than you spend in the meeting itself?

Make life easy with scheduling software.

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