Inspirometer – Phase 1 (shortform)

Recently you will have installed your Outlook add-in, gathered stats on your meetings, and hopefully seen the results in your Inspirometer account. So what now?

You may be surprised to hear that the main goal is <u>not</u> to reduce the time you spend on meetings. The goal of Inspirometer is to increase the effectiveness and efficiency of your meetings - to make them a better place for teamwork, inspiration and encouragement. And while this will inevitably enable you to achieve more in less time, and thereby reduce the time you need in meetings - this reduction is to arise out of increased quality, not vice versa.

That said, the new visibility you have over your meeting data may indeed highlight some adjustments you wish to make, but we need to stress that these must not be to the detriment of the quality of those meetings, and so it needs to be done carefully and in dialogue with others. You are currently beginning the first of three phases of achieving the benefits from the visibility you now have over your meetings, so we we would encourage caution at this stage. There is plenty of time to get used to your new data and to develop a better understanding of what it is telling you.

Phase 1 consists of four steps as outlined below (further expanded in the on-line version of this document):

Step 1 - Observe: Review the data and ensure its accuracy.
Your goal here is to get familiar with your data, and refine it until you are confident that it accurately reflects your meeting time. You should do this for the past three months, and for meetings and travel time going forward also. The various charts and donuts will present you with an analysis of the composition of your meetings which you can explore by clicking on the various segments. For more information on this, click here.

Step 2 - Reconsider: Identify alternatives to meetings and travel where appropriate.
Once you are fully familiar with, and confident in, your data, you may find that there are some obvious changes you would like to make in the balance of your meetings - perhaps seeking to increase the proportion of customer or virtual meetings. If so, please check out your proposed changes with the others involved in the meeting before putting them into practice. For more information on this, click here.

Step 3 - Clarify: Communicate a clear purpose and approach for your meetings
Make sure that the purpose and approach of the meetings you run (and attend) are clear and agreed. This is the most important factor in meeting effectiveness. Define clear (ideally 'SMART') objectives for your meetings and lay out the proposed agenda to deliver those objectives. Capture these in the body of your meeting invitations using the labels Objective: and Agenda: so that attendees arrive prepared, and the results are correctly reflected in your meeting stats. For more information on this, click here.
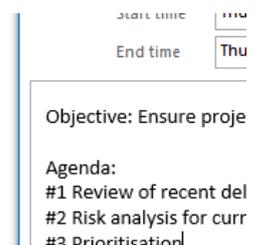
Step 4 - Review: Reflect on your success at the end of each meeting
Take time at the end of each meeting to discuss whether improvements are working, and what more is needed. Schedule five minutes at the end of each meeting to capture a simple review of the meeting using a flip-chart with two columns, the first headed WWW (What went well), and the second headed AFI (Areas for improvement). For more information on this, click here.
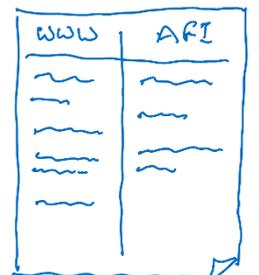
These steps are not necessarily sequential - they just make a bit more sense when they are explained in this order. In practice, there may be a considerable amount of overlap between the steps, and even re-cycling round them to get a better result. So, please start with 1, and then feel free to jump to any of the others. However, we would recommend that you get step 4 in place fairly quickly so that you can ensure that any changes made through 2 and 3 are not damaging the quality of what was going on before.