Inspirometer – Phase 2 (shortform)

The goal of Inspirometer is to increase the effectiveness and efficiency of your meetings. But how do you know how effective your meetings are? Meetings, like so many other things that happen within business, are a process. Over the past few decades, organisations have got very good at improving processes, but key to every successful process improvement has been the ability to measure that improvement in terms of the inputs and the outputs.

Inspirometer measures the output of a meeting via a micro-poll, which enables the attendees at the meeting to rate their perception meeting effectiveness in a single click at the end of each meeting. The micro-poll is simple and easy to respond to (click on a face below to see), and they are, in practical terms, the fairest and most accurate measure of meeting effectiveness.

Meeting Value-add

Phase 2 consists of four steps as outlined below (further expanded in the on-line version of this document):

Step 1 - Capture: Enable & encourage systematic feedback of meeting effectiveness.

To ensure feedback is available for your meetings, alert Inspirometer that these meetings will be happening by including meetings@inspirometer.com in your invitation list. To maximise feedback, ensure your attendees understand that: (1) it is just one click; (2) their response is as anonymous; (3) you will be using the data to improve. Maintain interest by sharing your findings and explaining what you will be doing as a result. … more.

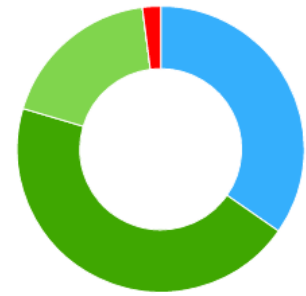## Step 2 - Analyse: Identify priority areas for improvement and gather data and ideas.

Prioritise your feedback from step 1 by taking into account: opportunity; importance; supportiveness of the attendees; scope for early wins. In the early stages the issues are likely to be straightforward (and their solutions obvious). However, we would encourage you to speak to the people involved in the meeting - together or separately – to better understand their perspectives and engage them in improvement … more.

Step 3 - Improve: Make simple straightforward changes and see what happens

If this is your first time through this process, it is quite likely that the issues you prioritise in step 2 have obvious solutions to them. Many of them may relate to items in the Meetings Checklist which serves as a useful checklist of improvements. No matter how simple the improvements are, please plan them out … more.

Step 4 - Benefit: Realise the benefit through fewer/shorter meetings

Ensure you realise the time benefits of more efficient meetings back into your calendar through using more detailed meeting start and finish times. Avoid your calendar's proffered 30 minute intervals - type in something different, and reduce it as your meeting improves. And also look at opportunities for using the extra time to improve the creativity and cultural quotients of your meetings. And keep the feedback going … more.