



## IS YOUR TIME LEAK A TRICKLE OR A DOWNPOUR?

Do you ever stop to think about how much time your organization is wasting? And more importantly, what that waste is costing you?

Count the number of statements below that are true for you and give yourself a point for each.

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	We have a highly matrixed organization
<input type="checkbox"/>	<input type="checkbox"/>	People tend to operate in siloes
<input type="checkbox"/>	<input type="checkbox"/>	There are frequent fire drills coming from the executive suite
<input type="checkbox"/>	<input type="checkbox"/>	It's a struggle to get on executive calendars
<input type="checkbox"/>	<input type="checkbox"/>	People are scheduled back-to-back
<input type="checkbox"/>	<input type="checkbox"/>	We have a lot of recurring meetings, and they are never cancelled
<input type="checkbox"/>	<input type="checkbox"/>	There are typically more than 10 participants in meetings
<input type="checkbox"/>	<input type="checkbox"/>	In the typical meeting, only a few people actively participate
<input type="checkbox"/>	<input type="checkbox"/>	People rarely come prepared to meetings
<input type="checkbox"/>	<input type="checkbox"/>	Multitasking is pervasive
<input type="checkbox"/>	<input type="checkbox"/>	We have a lot of "meetings before the meetings"
<input type="checkbox"/>	<input type="checkbox"/>	People have FOMO when they are not invited to meetings
<input type="checkbox"/>	<input type="checkbox"/>	There are frequent misunderstandings and miscommunications
<input type="checkbox"/>	<input type="checkbox"/>	We frequently experience frustration and friction in collaborating with one another
<input type="checkbox"/>	<input type="checkbox"/>	We spend more time reporting out on our work than doing it
<input type="checkbox"/>	<input type="checkbox"/>	Responsiveness is valued above all
<input type="checkbox"/>	<input type="checkbox"/>	Blocked working time is regularly scheduled over by others
<input type="checkbox"/>	<input type="checkbox"/>	Despite a proliferation of communication channels, no one ever feels informed

## YES NO

		We regularly create additional work without ever eliminating any
		It's hard to get decisions made and they are frequently revisited
		Collaboration is straining our physical and technological infrastructure
		There is a high degree of variability in individuals' proficiency with collaboration tools
		We have no standardized way of naming and storing documents
		Despite a proliferation of SOPs, people are confused about standard processes
		Onboarding is disorganized and haphazard
		Institutional knowledge resides in people rather than in systems
		The experience of collaboration differs significantly across tenures
		Workload is unevenly distributed and / or unmanageable
		It's hard to find the information you need to get your job done
		Calendars run people, not the other way around

## SCORING

**7 or Less: Your Time Leak is a Drop**

There is always room for improvement, but you are doing better than most – 10% of knowledge worker cost is wasted each year

**8-15: Your Time Leak is a Drizzle**

On par with most organizations – 25% of knowledge worker cost is wasted each year

**16-23: Your Time Leak is a Downpour**

Needs immediate improvement – 40% of knowledge worker cost is wasted each year

**24-30: Your Time Leak is a Flood**

You have an urgent issue that needs to be addressed – 60% of knowledge worker cost is wasted each year

**Ready to fix your time leak? Drop us a note at [info@stopmeetinglikethis.com](mailto:info@stopmeetinglikethis.com).**

**Stop Meeting Like This** is a professional services firm that believes work can be both joyful and productive. We work side-by-side with optimistic, forward-thinking leaders to unlock the capacity of their organizations through better collaboration. We are based in Chicago but serve clients all over the globe.