90% OF EMPLOYEES WASTE AT LEAST A Half Hour

Every day employees waste at least 30 minutes (not including lunch or planned breaks). Make sure your employees are equipped with the knowledge to effectively manage their time.

MAKE THE MOST OF MEETINGS

1. Schedule in the afternoon
2. Start and end on time
3. Have a clear agenda
4. Provide the agenda to all attendees
5. Defer side discussions to a follow-up meeting

SOURCE: